

# PNU

## Faculty Manual



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Issue No.: 02  
Revision No.: 00  
Date: 08-13-2024  
Page: 1/103  
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**PNU FACULTY MANUAL REVISED 2023**

Philippine Normal University

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# Table of Contents

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President’s Message . . . . .	7
Foreword . . . . .	8
I. The University and Its Governance . . . . .	9
1.1. PNU Vision, Mission, and Quality Policy . . . . .	10
1.1.1. Vision . . . . .	10
1.1.2. Mission . . . . .	10
1.1.3. Quality Policy . . . . .	10
1.2. A Brief History of Philippine Normal University . . . . .	11
1.3. The Board of Regents. . . . .	12
1.3.1. Composition of the BOR . . . . .	12
1.3.2. Powers and Duties of the BOR . . . . .	12
1.4. The PNU Organizational Structure . . . . .	13
1.4.1. Organizational Structure . . . . .	13
1.4.2. Officials of the PNU System. . . . .	13
1.4.3. University Councils . . . . .	15
II. Faculty Rights, Responsibilities, and Duties . . . . .	18
2.1. Faculty Rights. . . . .	19
2.1.1. Academic Freedom . . . . .	19
2.1.2. Shared Governance and Co-Determinism . . . . .	20
2.1.3. Right to Public Sector Unionism . . . . .	20
2.1.4. Private Speech and Action . . . . .	20
2.1.5. Fair and Professional Treatment. . . . .	20
2.1.6. Gender Expression . . . . .	21
2.1.7. Due Process. . . . .	21
2.2. Faculty Responsibilities . . . . .	21
2.2.1. General Responsibilities . . . . .	21
2.2.2. Instruction . . . . .	23
2.2.3. Research . . . . .	23
2.2.4. Extension and Linkages . . . . .	24
2.2.5. Production . . . . .	25
2.3. Faculty Duties. . . . .	25
2.3.1. Faculty Workload . . . . .	25

2.3.2	Academic Processes . . . . .	29
III.	Recruitment, Appointment, Promotion and Separation from Service . . .	40
3.1.	Recruitment and Appointment . . . . .	41
3.2.	Qualification Standards . . . . .	42
3.3.	Employment Status . . . . .	44
3.4.	Faculty Classifications . . . . .	45
3.4.1.	Full-Time Faculty . . . . .	45
3.4.2.	Part-Time Faculty . . . . .	45
3.5.	Promotion . . . . .	46
3.6.	Termination of Appointment. . . . .	47
3.7.	Separation . . . . .	47
3.7.1.	Voluntary Separation . . . . .	47
3.7.2.	Involuntary Separation . . . . .	48
IV.	Faculty Benefits, Incentives, and Welfare . . . . .	49
4.1.	Benefits . . . . .	50
4.1.1.	Institutional Benefits . . . . .	50
4.2.	Incentives . . . . .	58
4.2.1.	University Scholarships . . . . .	58
4.2.2.	Research Incentives. . . . .	59
4.2.3.	Researcher Awards . . . . .	60
4.2.4.	Sabbatical Leave . . . . .	61
4.2.5.	Program on Awards and Incentives for Service Excellence (PRAISE). . .	61
4.2.6.	Gender and Development Project Incentives (GADPRI) Program. . .	62
4.3.	Welfare . . . . .	62
4.3.1.	Faculty Holistic Development . . . . .	62
4.3.2.	Clothing Allowance . . . . .	62
4.3.3.	Personal Emergency Relief Allowance (PERA) . . . . .	62
4.3.4.	Mid-Year and Year-end Bonuses and Cash Gift. . . . .	62
4.3.5.	Performance-Based Bonus (PBB). . . . .	62
4.3.6.	Collective Negotiation Agreement (CNA) Benefits . . . . .	63
V.	Honors and Recognition . . . . .	65
5.1.	PNU Outstanding Teacher . . . . .	66

5.2. Professorial Chair Awards . . . . .	67
5.3. Emeritus Award . . . . .	68
5.4. Loyalty Award . . . . .	69
<b>VI. Conduct, Disciplinary Action, and Grievance . . . . .</b>	<b>70</b>
6.1. Ethical Standards for Faculty . . . . .	71
6.2. Submission of Mandatory Requirements . . . . .	71
6.3. Permission to Study . . . . .	72
6.4. Permission to Teach Outside the University . . . . .	72
6.5. Outside Professional Activities . . . . .	73
6.6. Conflict of Interest . . . . .	74
6.7. Non-Discrimination . . . . .	75
6.8. Safe Spaces and Sexual Harassment . . . . .	75
6.9. Zero Tolerance Policy . . . . .	75
6.10. Consensual Sexual Relations and Engagements with Students . . . . .	75
6.11. Sexual Exploitation and Cybersex . . . . .	76
6.12. Offenses . . . . .	76
6.13. Grievance . . . . .	80
<b>System of Amendment and Revision . . . . .</b>	<b>81</b>
<b>Task Force Faculty Manual . . . . .</b>	<b>82</b>
<b>Appendices . . . . .</b>	<b>83</b>
Appendix A. PNU Organizational Structure (OS) . . . . .	84
Appendix B. Code of Ethics of the PNU Faculty . . . . .	86
Appendix C. Procedure for the Recruitment and Appointment of Faculty . . . . .	92
Appendix D. Guidelines and Procedure for Hiring Part-Time Faculty . . . . .	94

Appendix E. Procedures for Promotion . . . . . 96  
Appendix F. Guidelines on Sabbatical Leave . . . . . 99

# President's Message

The year 2024 is a promising new chapter for the Philippine Normal University (PNU) System. I welcome the new and the seasoned faculty members who remain dedicated to our vision, mission, core values, and goals.

With renewed spirit, we take on new roles vis-à-vis the new organizational structure, face exciting opportunities to solve problems and refine our processes, and realign our work with the goals and expectations of the university. As one PNU, we drive towards our commitment to nation building – nurturing future-ready teachers and education leaders imbued with the core values of Truth, Excellence, and Service to promote and uphold quality education.


I invite you all to delve into this new faculty manual, your essential guidepost to navigating our academic ecosystem. Within its pages, you will find the policies, procedures, and resources that empower you to fulfill your vital role as educators, scholars, researchers, and mentors.

I encourage you to embrace the opportunities that lie ahead, contribute your voice to our ever-evolving dialogue, and help the University mark a lasting legacy of innovation and academic excellence in teacher education.

As President, I assure you of my unwavering commitment to fostering an environment where you can flourish. We value your academic and intellectual autonomy, support your professional development, and celebrate your achievements.

Our gratitude goes to the Task Force who rigorously worked towards the systematic revision of this manual. I also thank all the faculty members across the PNU System who joined every consultation and contributed to the improvement of our almost two-decade old manual.

Guided with the revised PNU Faculty Manual, may you have a fulfilling and transformative journey ahead.

  
**Bert Jazmin Tuga, PhD**  
President  
Philippine Normal University

# Foreword

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After over a century since its foundation, the Philippine Normal University (PNU) remains to be a dedicated institution for leading and advancing the quality of teacher education in the country. The state declaration as the National Center for Teacher Education (NCTE) by virtue of Republic Act No. 9647 in 2009 provided impetus for the University to continue transforming itself to meet the national and international demands in education and teacher education. Now, PNU drives itself to becoming a future-ready teacher education university through innovative, responsive, and sustainable programs that provide grounding for future-ready teachers and education leaders.

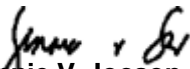
The broadening mandates and expectations of the University is not without changes in its structures. The employees, including the faculty members, should have the knowledge of the institution's goals, organization, and operations to assist the University in carrying out its commitments to the nation.

The **PNU Faculty Manual** serves as the primary reference of the faculty members to the policies, rules and regulations relevant to personnel management in the University. This Manual embodies the University's values and beliefs on academic freedom, democratic processes, professional learning culture, safe spaces, employee well-being, among others, that guide the faculty members to their rights and responsibilities as integral members of the university community. It effectively aligns their individual contributions with the university's overarching vision, mission, and strategic objectives, ensuring that their efforts directly support the core functions of instruction, research, extension, and production.

The updates in the established jurisprudence affecting the University, relevant laws enacted by Congress, issuances by relevant government agencies, resolutions passed by the Board of Regents, decisions made by the University councils, the executive orders and memoranda issued by the Executive Committee, and relevant documents from the various units of the University necessitated this 2023 revised version of the Faculty Manual since its last edition in 2005. Major revisions in the manual include the new vision, mission, and quality policy; revised organizational structure; broader articulation of faculty rights, responsibilities and duties; updated policies concerning faculty hiring and promotion, benefits, incentives and welfare; and updated rules and policies governing the management of employee conduct. Pertinent university policies and guidelines and national laws and regulations relevant to the faculty members guide this latest edition of the Manual.

This revised manual was finalized through the work of the Task Force Faculty Manual, enforced through the University President's creation of the PNU Special Order No. 80, s. 2022. Previous task forces set the initial work on the revision of the manual.

The University offers the PNU Faculty Manual 2023 edition as guide to personnel administration in the entire PNU system.



**Jennie V. Jocson, PhD**

Vice President for Academics  
Chair, Task Force Faculty Manual 2022

The image shows three vertical stone pillars standing in a row. The leftmost pillar is inscribed with the word 'Trust', the middle pillar with 'Integrity', and the rightmost pillar with 'Service'. The pillars are set against a background of trees and a fence. The entire image has a blue tint and a halftone dot pattern.

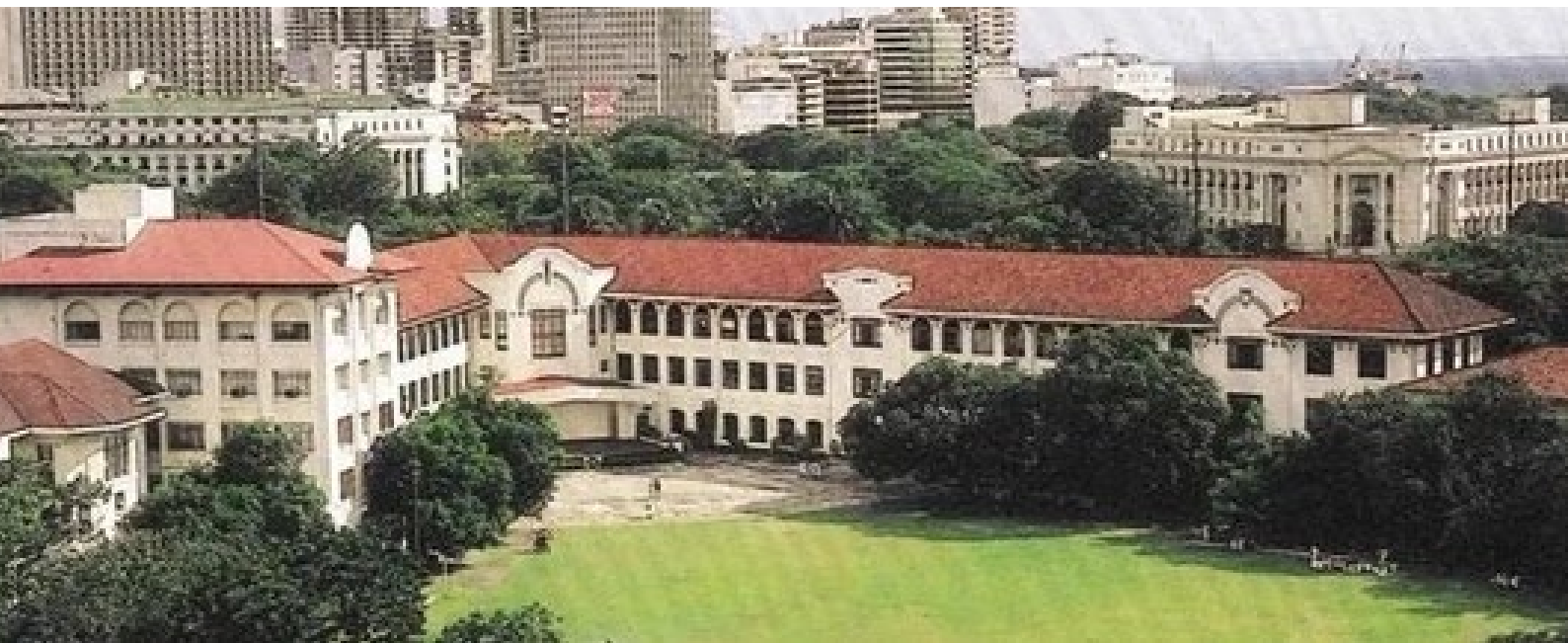
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# I. The University and Its Governance

## 1.1. PNU Vision, Mission, and Quality Policy



### 1.1.1. Vision

A leading future-ready teacher education university responsive to national and global development goals and directions.

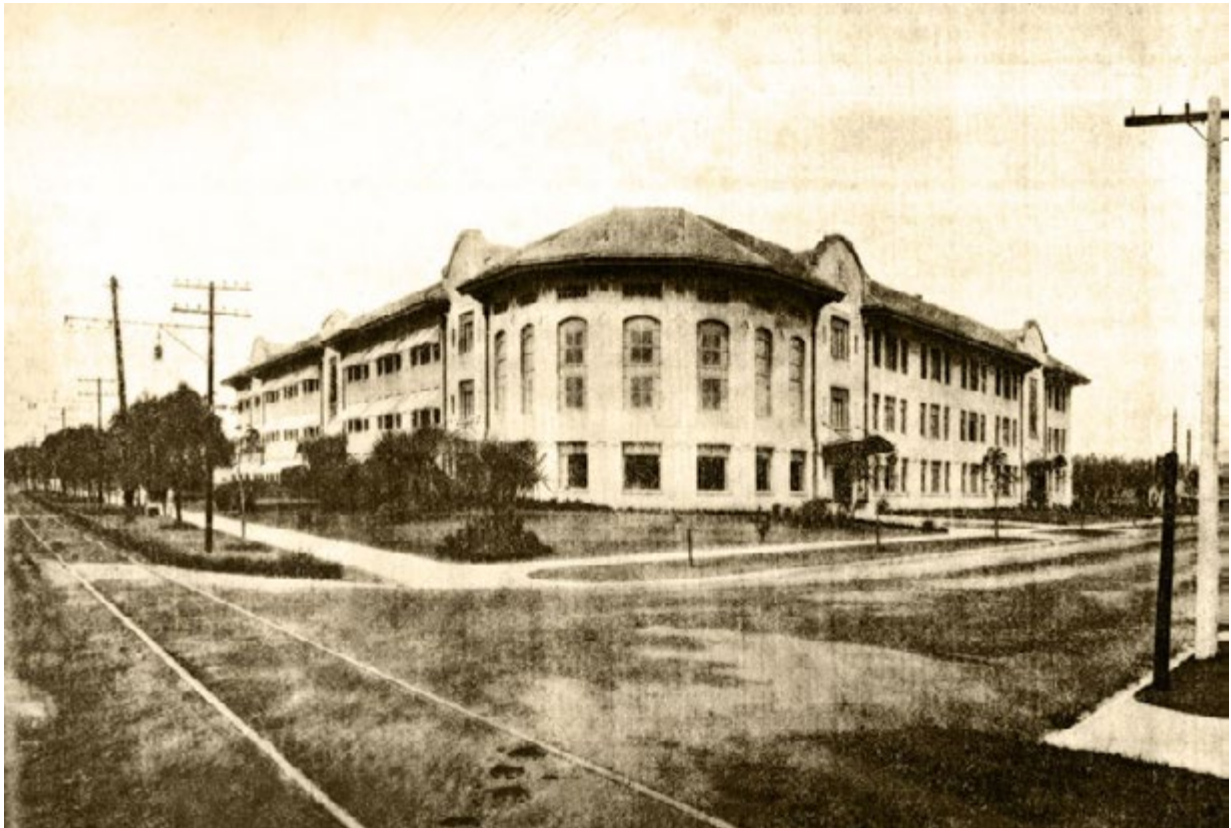
### 1.1.2. Mission

Philippine Normal University is committed to lead innovative, responsive, and sustainable teacher education programs that set the standards of future-ready teachers and education leaders.

### 1.1.3. Quality Policy

As the National Center for Teacher Education, the Philippine Normal University (PNU) commits to provide inclusive, innovative, impactful, and sustainable teacher education programs that produce future-ready teachers and education leaders imbued with values of truth, excellence, and service. Furthermore, PNU shall ensure the continual improvement of its Quality Management System through compliance with International Quality Standards and statutory and regulatory requirements. PNU shall achieve these commitments through its core functions of instruction, research, extension, and production.

## 1.2. A Brief History of Philippine Normal University



*The phrase “normal school” is traceable to the French “*école normale*”, the institution for higher learning in France in the 18<sup>th</sup> century.*

The present Philippine Normal University (PNU) was originally the Philippine Normal School (PNS), the first institution of higher learning established during the American occupation of the Philippines. Created by Act No. 74 of the Philippine Commission, it gave Filipino training in the science of teaching. The PNS formally opened on September 1, 1901, with Mr. Elmer B. Bryan as its first superintendent. Seven other Americans succeeded him before the designation of Mr. Manuel Escarilla as the first Filipino superintendent in 1939.

With the signing of the charter, Republic Act (R.A.) No. 416 on June 18, 1949 during the term of President Elpidio Quirino, PNS was converted into the Philippine Normal College (PNC), authorized to grant undergraduate and graduate degrees in education. R.A. 6515 mandated the offering of doctorate and other academic programs relevant to the training of teachers. On December 6, 1991, the PNC was converted into the Philippine Normal University. Finally, on January 12, 1992, it was elevated into a full-fledged university by President Corazon C. Aquino.

In recognition of its continued leadership in teacher education, PNU was designated as the National Center for Teacher Education (NCTE) by virtue of R.A. 9647 on June 30, 2009.

The main campus of the University is in the City of Manila with constituent campuses in Prosperidad, Agusan del Sur; Alicia, Isabela; Cadiz City, Negros Occidental; and Lopez, Quezon.

## 1.3. The Board of Regents

### 1.3.1. Composition of the BOR

In compliance with the PNU Charter, the Higher Education Modernization Act of 1997, and the [Commission on Higher Education Memorandum Order \(CMO\) No. 7, s. 2022](#), the PNU Board of Regents (BOR) is composed of the:

1. Chairperson of the Commission on Higher Education (CHED), Chairperson;
2. PNU President, Vice Chairperson;
3. Chairperson of the Committee on Higher, Technical, and Vocational Education of the Philippine Senate, ex-officio member;
4. Chairperson of the Committee on Higher and Technical Education of the House of Representatives, ex-officio member;
5. Director General of the National Economic and Development Authority–National Capital Region, ex-officio member;
6. President of the PNU Alumni Association, Inc. or its equivalent, member;
7. President of the Federation of PNU Faculty Unions or its equivalent, member;
8. President of the National Union of Student Governments or its equivalent, member;
9. President of the PNU Administrative Employees Association or its equivalent, member;

### 1.3.2. Powers and Duties of the BOR

The governing board exercises its specific powers and duties as indicated in the PNU Charter and Higher Education Modernization Act of 1997. Among them are to:

1. Receive and appropriate the school's budget, as well as entering into joint ventures with private entities to gain maximum income;
2. Determine the tuition and other school fees and provide socialized tuition and scholarship program for poor students;
3. Privatize management and non-academic services;
4. Appoint school officials and faculty members;
5. Authorize the enhancement of school facilities and the establishment of research and extension centers;

6. Approve the curricula, institutionalize new programs, and absorb non-chartered tertiary institutions; and
7. Establish policy guidelines for participative decision-making and transparency within the institution.

## 1.4. The PNU Organizational Structure

### 1.4.1. Organizational Structure

The PNU Organizational Structure (OS) was approved through the BOR Resolution No. U-3621, s. 2023. The entire OS, as well as the structure for each domain and the campuses, can be found in Appendix A.

The description and functions of each unit may be referred to the 2023 [PNU Organizational Structure](#) (see [University Memorandum No. 243, s. 2023](#)).

### 1.4.2. Officials of the PNU System

The officials of the PNU System are the university president, vice presidents, executive directors and provosts, academic deans, associate deans, deputy deans and the institute director.

#### 1. The University President

The University President is the primary lead for *institutional leadership and competent management*. The President is expected to set the institutional direction; generate resources for the University; cultivate the spirit of innovation, rigor, and relevance; strategically position the University with the national and international community; and serve as the fulcrum for the coordinated operation within the University's organizational structure.

#### 2. The Vice President for Academics (VPA)

The Vice President for Academics (VPA) provides leadership in *curriculum and instruction*. The VPA is the key focal person to ensure that academic excellence is achieved as demonstrated by optimal student academic life, graduates' competence as teachers and teacher-leaders, employers' high satisfaction rating, and overall positive recognition that PNU's academic programs have met quality standards in both local and international academic communities.

#### 3. The Vice President for Research, Extension, and Quality Assurance (VPREQA)

The Vice President for Research, Extension, and Quality Assurance (VPREQA) is primarily responsible for ensuring the delivery of *high impact knowledge co-creation*. The VPREQA

leads the smooth operation of PNU as a “teacher education research university,” with internationally recognized outputs for their quality and impact.

#### 4. The Vice President for Student Success and Stakeholders Services (VPSSSS)

The Vice President for Student Success and Stakeholders Services (VPSSSS) leads the achievement of *quality student life and stakeholder experience* by promoting and managing the holistic development of students, with focus on facilitating their overall well-being, and for overseeing the institutional advancement programs of the University through linkages and partnerships, internationalization, alumni relations, social development and advocacy services, and other stakeholder services.

#### 5. The Vice President for Finance and Administration (VPFA)

The Vice President for Finance and Administration (VPFA) is responsible for the sound and strategic management of the University’s financial resources and oversees all aspects of the University’s administrative functions to ensure its *operational excellence*.

#### 6. The University and Board Secretary (UBS)

The UBS manages the executive concerns of the President and the PNU Board of Regents, keeps records and important documents of the University, and serves as a liaison between the University and the Board.

#### 7. The Executive Directors and Provosts (EDP)

The EDP supervises and manages the overall operation of the campus and reports directly to the University President through the campus development unit.

#### 8. The Academic Deans

In the main campus, the academic dean is the chief academic officer of a College that directs its instruction, research, extension, production, and policy formulation functions. S/he reports directly to the vice president for academics.

Similarly, in the constituent campuses, the academic dean leads the academic domain’s instruction, research, extension, production, and policy formulation functions. S/he reports directly to the campus executive director and provost.

#### 9. The Associate Deans

The associate dean leads a Faculty and reports directly to the academic dean.

## 10. The Deputy Deans

The Deputy Dean reports to the Academic Dean as well. The Deputy Dean is used to describe the official assisting a Dean of a College without any Faculty.

## 11. The Institute Director

The institute director heads a university Institute and reports directly to a vice president.

### 1.4.3. University Councils

#### Academic Council

##### Composition

The Academic Council shall be composed of the President as Chairperson and all PNU faculty members with the rank not lower than Assistant Professor as members (CMO No. 07, s. 2022, Rule IX, Section 24).

The President shall be the presiding officer of the University Academic Council. In his absence, the Vice President for Academics shall preside, and in the absence of both, any of the following officers in the order stated: Vice President for Research, Extension and Quality Assurance; Vice President for Student Success and Stakeholders Services; and Vice President for Finance and Administration.

The University Secretary shall be the ex-officio Secretary of the Council. It shall be his/her duty to issue the notices for meetings of the Council, to keep the minutes of its proceedings, and to send a copy of such minutes to each member of the Council. S/he shall also forward to each member of the Council a copy of the order of business of every regular meeting at least three days in advance.

##### Functions

The Academic Council shall review and recommend for the approval of the BOR course offerings of PNU as well as matters governing the students such as admissions, student discipline, graduation, and conferment of degree (CMO No. 07, s. 2022, Rule IX, Section 25).

##### Council Meetings

The University Academic Council shall meet at least once every quarter and at such times as the President may determine. A quorum of the Council shall consist of the majority of its members.

## Roles of the Faculty Members in the Academic Council

1. Every member shall be required to attend all its meetings but any member may be excused from attendance, subject to the approval of the University President. Faculty members who have to attend Council meetings are authorized to assign some work that the students need to do within the meeting time.
2. Every member shall read and study the documents relevant to the Council agenda prior to the scheduled meeting.
3. Every member shall participate in the discussion of matters presented during the meeting.
4. Every member shall uphold accountability of the decisions made by the Council.

## Administrative Council

### Composition

The Administrative Council shall consist of the President as the Chairperson. The members shall be composed of the Vice Presidents, Executive Directors and Provosts (EDP), College Deans, Institute Director, College Deputy Deans, Faculty Associate Deans, Directors of Offices, Campus Directors for Finance and Administration (DFA), and other officials of equal rank (CMO No. 07, s. 2022, Rule IX, Section 22).

### Functions

The Administrative Council shall review and recommend to the BOR policies governing the administration, management, and development planning of the University for the latter's action, as it may deem fit (CMO No. 07, s. 2022, Rule IX, Section 23).

## Council Meetings

The University Administrative Council shall meet at least once every quarter and at such times as the President may determine.

## Research and Extension Council

### Composition

The Research and Extension Council (REC) shall be composed of the President as Chairperson. The members shall consist of the Vice Presidents, Executive Directors and Provosts, College Deans, Directors of University-level Extension and Research Offices, Director of the University-level gender and development office, and one (1) representative each from the Assistant Professors, Associate Professors, and Professors from all Campuses.

The representatives from Assistant Professors, Associate Professors, and Professors shall be nominated by the PNU Faculty Regent to the President, for approval of the University President.

## Functions

The REC shall have the following functions:

1. Reviews and recommends policies on research and extension for the approval of the BOR;
2. Defines the system (mechanics and guidelines) for the evaluation and approval for funding of research and extension program/project proposals;
3. Approves research and extension programs, activities, and projects needed to address the University's research and extension directions, priorities, and structures;
4. Supervises linkages with other institutions, agencies, and organizations to promote the research agenda and extension agenda of the University; and
5. Monitors the University accomplishments in research and extension.

The REC is not indicated by R.A. 8292 or CMO No. 07, s. 2022 unlike the Academic and Administrative Councils.



## II. Faculty Rights, Responsibilities, and Duties

A faculty is a member of the academic personnel engaged in instruction, research, extension and production assignments either on full-time or part-time bases. Appointment to a regular faculty position in PNU carries with certain rights, duties and responsibilities.

## 2.1. Faculty Rights

In addition to the other constitutional and statutory rights enjoyed by every individual, every PNU faculty member is entitled to the following rights:

1. Academic Freedom
2. Shared Governance
3. Right to Public Sector Unionism
4. Private Speech and Action
5. Fair and Professional Treatment
6. Gender Expression
7. Due Process

### 2.1.1. Academic Freedom

Academic freedom is set forth in the Philippine Constitution Article XIV Sec. 5(2) (*Academic freedom shall be enjoyed in all institutions of higher learning*), R.A. 8292, and the PNU Charter.

At the heart of university life is the pursuit of truth, generation of knowledge, and freedom of inquiry and expression. PNU is committed to fostering a culture where its faculty members enjoy academic freedom in the classroom, the laboratory, the library, and other facets of their academic activity as they exercise free inquiry and unfettered publication of the results of such inquiry.

PNU upholds that academic freedom is a mantle of protection that enables the faculty to push the boundaries of knowledge. As such, the faculty members are expected to exercise such freedom with fidelity to the standard of reason, science, and informed opinion.

Academic freedom is the right of the faculty members to, among others:

- teach the subject of their specialization according to their expert's view and embrace ideas which they honestly believe to be right. However, faculty members cannot claim due exercise of such freedom if used to intimidate, threaten, harass, or impose views on students.
- pursue knowledge or area of research on their own initiative.

- freely evaluate student academic performance in their classes with fairness using appropriate and stated criteria and in accordance with existing rules and regulations relevant to giving of grades. As such, the integrity of the faculty to give grades shall be respected.

### 2.1.2. Shared Governance and Co-Determinism

In view of the principles of shared governance and co-determinism, PNU believes in a collaborative decision-making process involving sharing authority, responsibility, and accountability among its stakeholders, including the faculty members.

Faculty members have the right and responsibility to participate in the governance of the University in accordance with the PNU Charter and R.A. 8292. In this sense, the faculty members shall be represented in committees and bodies through a structured process of consultation and ongoing involvement in the development of policies and decisions in the University.

### 2.1.3. Right to Public Sector Unionism

Faculty members can form or join faculty association/union of their choice for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' protection schemes to achieve the same objectives. The University shall be governed by the rules and policies on Public Sector Unionism.

### 2.1.4. Private Speech and Action

A faculty member has freedom of expression and privacy rights common to all citizens provided by the Constitution. A faculty member may be held accountable by the University for his/her private speech and acts only as they substantially affect University teaching, research or service.

Freedom of expression is not absolute. The faculty cannot use such freedom to make hate speeches and promote religious intolerance. Being in a state university, a faculty cannot use free speech for or against any religion or faith. S/he is expected to respect religious beliefs or practices as well as non-belief or agnosticism. The University also expects the faculty to use his/her freedom of expression not to sow hate or anger against a particular gender, ethnicity, religion, creed, race, etc. As a public servant, a faculty is expected to be circumspect in the use of social media to avoid adversely affecting the interests of the University.

### 2.1.5. Fair and Professional Treatment

Every member of the University has the right to be treated fairly, courteously, and professionally by students, faculty and staff colleagues, the immediate and supervising head, and by all members of the University administration. The University does not tolerate a faculty behaving

towards others that may be construed as conduct unbecoming of a PNU faculty such as bullying, use of profanity, dirty and inappropriate jokes, etc.

### 2.1.6. Gender Expression

Every faculty member, as a human being, has the fundamental right to free expression of one's gender. Gender expression is defined as the way a person publicly presents or communicates one's gender by means of behavior, clothing, hairstyle, body characteristics, etc. Local ordinances (such as Manila Ordinance 8695 or the 'Manila LGBTQI Protection Ordinance'), national laws (such as R.A. 11313 or the 'Safe Spaces Act'), and universally accepted human rights instruments and international conventions where Philippines is a signatory provide for an inclusive and safe environment that is free from discrimination and violence on the basis of a person's sexual orientation, gender identity, gender expression and sex characteristics (SOGIESC).

PNU honors the right of all faculty members to express their gender freely so long as the manner of expression does not harm nor offend other members of the community.

### 2.1.7. Due Process

The right to due process which may result in disciplinary action shall be provided to a faculty member. Any University investigating body or authority shall observe the rules concerning disciplinary and non-disciplinary proceedings in administrative cases. In administrative proceedings, due process is satisfied when a person is notified of the charge against him/her and given an opportunity to explain or defend oneself.

## 2.2. Faculty Responsibilities

As teachers and scholars, the PNU faculty members have the general responsibilities and specific responsibilities under the core functions of the university: instruction, research, extension, and production.

### 2.2.1. General Responsibilities

The faculty members have the general responsibilities to:

1. observe academic honesty in their search for, use, generation, and transmission of knowledge;
2. pursue and accept objective criticism of their work, fulfill their multifaceted roles to students, treating them with due fairness;
3. express willingness to share their teaching practices with their peers through observations, learning action cells and professional development meetings;

4. respect the beliefs and opinions of their colleagues and students;
5. adhere to the established and prescribed policies in the university community in particular and society in general, such as but not limited to the following:
  - a. Code of Conduct and Ethical Standards for Public Officials and Employees (R.A. 6713);
  - b. Code of Ethics of the PNU Faculty (see Appendix B);
  - c. Dress code (specific provisions may be referred to the [PNU Administrative Manual](#));
6. keep abreast of educational issues and continuously update one's teaching methodologies and approaches;
7. maintain high standards of scholarship through research, active participation in professional and academic fora/conferences and membership in learned societies;
8. conduct and participate actively in research, special projects, and extension services initiated by the centers, faculties, institutes, schools, colleges and universities;
9. maintain high degree of professionalism and ethical conduct in one's interpersonal relationships;
10. participate in internal and institutional activities, such as unit/committee meetings, general assemblies, academic council (if included as member), faculty/institute-initiated programs, quality assurance activities, commencement rites, Foundation and University/College week activities and faculty development programs and other special activities;
11. submit on time mandatory requirements such as report on loads (ROL), grades, daily time record (DTR), Statement of Assets, Liabilities and Net Worth (SALN), Individual Performance Commitment Review (IPCR), etc.;
12. adhere to monitoring of in-person or online classes and participation in activities through any mechanism available;
13. take institutional involvement through chairmanship or membership in task forces, committees, technical working groups, and boards;
14. participate in University conversations through consultations and other communication platforms in the development of policies in the University;
15. undergo professional development training support and mentoring;
16. be willing to take on leadership and management positions, on mutually-accepted terms of reference, which should be construed as a call of duty in the exigency of service and within the context of 'community of practice'.

## 2.2.2. Instruction

Instruction is understood to mean the process facilitating the acquisition of knowledge and skills with confidence and direction, geared towards the development of the analytical and creative faculties of students. Furthermore, this includes specific tasks, such as student consultation, academic advising, and all other initiatives that facilitate the process of learning. Every faculty member is expected to:

1. perform job functions consistent with the university's vision and mission statements;
2. coordinate with the program chair and other subject area specialists;
3. update/revise the academic curriculum and undertake the preparation of course syllabi based on learners' needs;
4. prepare and submit timely, accurate, and comprehensive reports prescribed and required by immediate head/administrators;
5. develop analytical and creative thinking skills among students using varied teaching methodologies;
6. design alternative and innovative models of teaching for all types of students to promote inclusive education;
7. vary teaching methodologies and techniques in the pursuit of effective teaching and learning process;
8. facilitate the learning process by actively engaging students in learning tasks and activities;
9. implement teaching strategies and hold discussions and activities that do not threaten the safe spaces of women, men, boys and girls, including but not limited to, the LGBTQIA+ community, religious/non-religious people, persons with disability, indigenous people, senior citizens, and other marginalized groups.
10. make oneself available for consultation, academic advising and other relevant functions that help improve the students' well-being;
11. discuss and explain grading standards and other course requirements to the students;  
and
12. update knowledge on one's discipline or area of expertise by attending conventions, fora, symposia, conferences and the like.

## 2.2.3. Research

Towards the realization of PNU Vision and Mission, that is to be internationally recognized as a Teacher Education University, a significant vehicle is the transition of PNU as a research-

oriented teacher education university. As primary change agents, faculty members are expected to:

1. participate in the development/updating/revision of the University Research Agenda and of a unifying research teacher education agenda among teacher education institutions;
2. propose and conduct high impact researches, individually or in collaboration with other individuals/institutions here and abroad, that will improve the quality of the educational system particularly teacher education in the country and the world;
3. share expertise and competence in educational research to the community of learners and/or scholars through:
  - a. active participation in local and international research conferences; and
  - b. publication of articles in national and international peer-reviewed journals such as in CHED-accredited journals, ASEAN Citation Index, Web of Science/Clarivate Analytics, and SCOPUS;
4. establish and maintain research networks locally and abroad; and
5. inculcate a research culture in their classrooms where students would acquire the skills to become creative, innovative, and productive researchers.

#### 2.2.4. Extension and Linkages

Faculty members, in accordance with University policies and regulations, can serve as valuable resources and provide valuable services in many forms of linkages and extension programs. This includes but not limited to non-credit instruction, distance instruction, technical assistance, service learning, applied research and technology transfer in partner communities. Consequently, faculty members are expected to:

1. participate in the crafting of extension agenda in connecting the rich resources of the university to the most pressing social, civic and ethical problem community;
2. provide support to the University/College/Faculty/Institute extension programs that respond to local and national, global issues and in line with the University's mission and goals;
3. render service in University/College/Faculty-sponsored community extension projects as part of the university's commitment to national development agenda;
4. contribute in strengthening the University's Institutional linkages, collaboration and networking by:
  - a. sustaining institutional ties and network with other national and international organizations/institutions;

- b. conducting training programs in education in collaboration with government and non-government agencies; and
- c. promoting people-to-people exchanges.

### 2.2.5. Production

Faculty members are encouraged to produce scholarly and creative outputs from teaching, research, and extension activities and other academic-related endeavors that demonstrate their expertise and scholarship through:

1. publication of scholarly and creative works such as, but not limited to books, modules, and monographs;
2. design and dissemination of instructional materials and assessment tools in different modalities such as multimedia courseware and other web-based resources;
3. production of patents for inventions and innovations and copyright for intellectual and creative works; and
4. development of web-based platforms.

## 2.3. Faculty Duties

### 2.3.1. Faculty Workload

Faculty members shall perform teaching and other academic-related work which may be in the form of classroom instruction or laboratory, research projects, extension activities, production work, and other flexible learning activities deemed appropriate to carry out their functions as members of the academic staff.

The guidelines on teaching and non-teaching workload of the faculty on the trimestral schedule are indicated below. Any changes in the policy on faculty workload and in other policies affecting the workload shall take effect to complement or supersede these guidelines, in part or in whole.

#### General Provision on Workload

Full-time faculty members are required a regular load of 30 units in an academic year or 10 units in a trimester, equivalent to at least 25 hours per week (refer to COA Decision No. 2000-361, dated December 6, 2000).

There are two types of faculty workload: teaching load and non-teaching (NT) load.

## Teaching Workload

A **teaching load** is a workload given to a faculty who engages in teaching students enrolled in a course. A teaching load is equivalent to a course of 3 units (lecture), 4 units (lecture/laboratory), or 5 units (lecture/laboratory).

A full-time faculty member may have a maximum of 3 teaching loads (or three 3-unit courses) per trimester as part of the regular load.

The teaching load covers actual teaching and preparation. Preparation includes planning for the class lectures, checking of outputs, academic advising, student organization advising, homeroom advising, attendance to meetings, involvement in University Committees and participation in University activities/functions.

Specifically, in the undergraduate level, a trimester course of 3 units is a workload of 4.5 hours of teaching and 3 hours of preparation for a total of 7.5 hours per week of official time. In the graduate level, a trimester course is a workload of 3 hours of teaching, 1.5 hours of independent study (IS), and 3 hours of preparation for a total of 7.5 hours per week of official time.

**Extra teaching load**, whether voluntarily taken or not, is discouraged as this may be detrimental to the teaching efficiency and effectiveness of faculty members. However, should there be an exigency of service, a full-time faculty member may be given extra teaching loads not to exceed 6 units per trimester over and above their regular loads. The faculty's overall teaching performance in the preceding term will be used as basis for granting extra teaching loads in the succeeding terms.

Likewise, an **emergency extra load** over and above the extra teaching loads may be given to a full-time faculty member, provided that a justification letter for such is issued by the concerned head of the academic unit and approved by the Vice President for Academics. The emergency extra load should not exceed 3 units or 1 teaching load.

For classes under the College of Alternative and Lifelong Learning, **online regular classes** can be part of the regular or extra teaching load of a faculty. **Online tutorial classes**, due to their special nature, shall be considered over and above the allowed maximum number of extra teaching loads that can be assigned to a faculty member. Specific provisions on online classes may be referred to [UC no. 1, s. 2018](#).

Part-time faculty members may be given up to 6 units or 2 teaching loads. The overall teaching performance of a part-time faculty in the preceding term will be used as basis for granting teaching loads in the succeeding terms.

The PNU Faculty Federation President shall be deloaded of one 3-unit teaching load per term in recognition of his/her work in the service of the faculty.

## Non-Teaching Workload

A **non-teaching load** is a workload given to a faculty who performs other duties such as research, instructional materials development, student mentoring and advising, and supervisory roles.

The regular 10-unit workload per trimester may be partially or fully satisfied by non-teaching loads, subject to official designation and/or prior approval of the concerned head of units/vice presidents/president.

There are two classifications of NT loads:

### 1. NT loads with Output

- a. **Research Load (RL)** is part of the regular load of faculty members with the academic rank of full, college, and university professor. However, such faculty members who have an administrative load requiring 40 hours a week are not required to take RL but are still mandated to show proof of research outputs.

Other faculty ranks may take the RL subject to the approval of the University President, upon recommendation of the Vice President for Academics.

The RL is equivalent to 3 units or 12 hours per week every term for one academic year. Depending on the merits of the research proposal, the RL may take more than 3 units of work load. (Specific provisions of this load may be referred to [UC No. 20, s. 2014.](#))

- b. **One-Unit Academic Non-Teaching Load** is part of the regular load of faculty members to satisfy the required number of units in the regular load, unless the combined teaching loads and other loads already exceed 10 units per trimester. A 1-unit academic NT load is equivalent to 2.5 hours per week. (Specific provisions of this load may be referred to [UC No. 1, s. 2023](#) and [UM No. 217, s. 2023.](#))

### 2. NT loads due to Supervision

- a. **Administrative Load (AL)** is part of the regular load of faculty members who are given administrative functions in the university, such as college dean, associate dean, unit/office director, etc. The AL requires 40 hours a week of service with full release from teaching assignments. Any teaching load shall be outside the regular service requirements for this load.
- b. **Special Assignment Load (SAL)** is part of the regular load of faculty members who are designated as center heads, faculty assistants, extension coordinators, etc. The SAL can be granted one NT or 12 hours a week in each trimester that the load is assigned.

The University President at his/her discretion may grant additional NT loads upon recommendation of the Vice President for Academics.

## Sample Computation of Workload (Units and Hours)

The workload of a full-time faculty member (without NT load due to supervision) may be composed of:

### Teaching loads and one-unit academic NT load

- a. All 3-unit courses

<b>Regular Load</b>	<b>No. of Units</b>	<b>No. of Hours</b>
Course 1	3	7.5
Course 2	3	7.5
Course 3	3	7.5
1-unit Academic NT Load	1	2.5
<b>Total</b>	<b>10 units</b>	<b>25 hours</b>

- b. With 4-unit courses in Science Lecture/Laboratory

<b>Regular Load</b>	<b>No. of Units</b>	<b>No. of Hours</b>
Course 1 (science lecture)	3	7.5
Course 2 (science lecture)	3	7.5
Course 3	3	7.5
1-unit Academic NT Load	1	2.5
<i>Subtotal</i>	<i>10 units</i>	<i>25 hours</i>
<b>Extra Load</b>		
Course 1 (science laboratory)	1	4.5
Course 2 (science laboratory)	1	4.5
<b>Subtotal</b>	<i>2 units</i>	<i>9 hours</i>
<b>Total</b>	<b>12 units</b>	<b>34 hours</b>

- c. With 4-unit courses in Mathematics and BSMA

<b>Regular Load</b>	<b>No. of Units</b>	<b>No. of Hours</b>
Course 1 (lecture)	3	7.5
Course 2	3	7.5
Course 3	3	7.5
1-unit Academic NT Load	1	2.5
<i>Subtotal</i>	<i>10 units</i>	<i>25 hours</i>
<b>Extra Load</b>		
Course 1	1	1.5
<i>Subtotal</i>	<i>1 unit</i>	<i>1.5 hours</i>
<b>Total</b>	<b>11 units</b>	<b>26.5 hours</b>

## Teaching loads, research load, and one-unit academic NT load

Regular Load	No. of Units	No. of Hours
Course 1	3	7.5
Course 2	3	7.5
1 Research Load	3	12
1-unit Academic NT Load	1	2.5
<b>Total</b>	<b>10 units</b>	<b>29.5 hours</b>

### Submission of Report on Load

After the assignment of work load has been determined, faculty members must submit the Report on Load (ROL) on or before the 4th week after the Term classes begin (see [UM No. 204, s. 2022](#)).

## 2.3.2. Academic Processes

### Scheduling and Conduct of Classes

#### Course Scheduling

The Registrar's Office is tasked to provide policy and oversight of course scheduling. It then furnishes the College a tentative schedule of courses two months before each term, used to decide faculty assignment.

Faculty schedules are prepared by the Head of unit after due consultations with the faculty members. The assignment of teaching loads should be based on the existing policies of the institution governing faculty loads. The Head, through the Dean/Director, coordinates with the Registrar's Office on matters concerning the final scheduling of courses as well as room assignment.

A tentative schedule is usually given to faculty members at least two (2) weeks before the opening of the term to give them enough time to prepare. Loads are considered final, once approved by the Dean and submitted to the Office of the Vice President for Academics (OVPA). The Head and the College Dean sign the official ROL before it is forwarded to the Human Resources Management and Development Office (HRMDO).

#### Change of Class Schedule

The regular schedule of classes, as approved by the Head of unit and the Dean, should be observed strictly. Faculty members should conduct their classes for instruction or consultation purposes on the scheduled time and venue.

In case of a plan to change the class schedule, faculty member should first inform, consult, and get the approval of their head and the dean, who in turn will coordinate with the Registrar's Office for final implementation and approval.

Internal arrangements between faculty members and students are not allowed. Any deviation from the approved schedule should be communicated to the Registrar's Office.

## Class Size

The prescribed class size for undergraduate and graduate classes is shown below.

### Class Size for the Undergraduate Classes

Undergraduate Classes	Minimum number of students	Maximum number of students
General Education Courses	20 students	45 students
Specialization (BEEEd)	15 students	40 students
Majorship (BSEd)	10 students	40 students
Practice Teaching (Off-campus)	10 students	15 students

### Class Size for the Graduate Classes

Graduate Classes	Minimum number of students	Maximum number of students
Master's Courses		
• Philosophy and Pedagogy Courses	15 students	20 students
• Qualitative and Quantitative Research Methods	10 students	15 students
• Specialization Courses	8 students	15 students
• Independent Study	8 students	15 students
• Seminar in Thesis Writing	8 students	12 students
Doctoral Courses		
• Core Courses	10 students	15 students
• Qualitative and Quantitative Design and Data Management	5 students	10 students
• Specialization Courses	5 students	15 students
• Independent Study	5 students	15 students
• Seminar in Dissertation Writing	5 students	10 students

(Specific provisions may be referred to [UC No. 6, s. 2018](#) or the 'Revised Academic Policy on Class Size and Class Schedule at CGSTER'.)

### Class Size for the Online and Tutorial Classes

Program	Minimum number of students for a regular online class	Number of Students for an online tutorial class
CTP and TESOL	15 students	14 students or less
Master's Programs	15 students	14 students or less
Doctorate Programs	12 students	11 students or less

(Specific provisions may be referred to [UC No. 1, s. 2018](#) or the 'Policy and Payment Scheme for Online Programs at CFLEX'.)

Should the class size fall below the minimum number, the Head must immediately inform the Dean of the College who decides whether to dissolve the class or recommend it as a special class to the VPA. Should the class be dissolved, the head would advise the students to transfer to other classes.

For the graduate large class scheme, refer to [UC No. 9, s. 2019](#) or the 'Payment Scheme for Large Graduate Classes'. For the undergraduate large class scheme, refer to [UC No. 12, s. 2022](#) or the 'Institutionalization of Kaway-Aralan sa Bagong Kadawyan: The PNU Normale Lectures'.

### Class Meetings and Dismissal of Classes

Faculty shall check the official class list based on their individual PWEBSS portal at the beginning of each term. Only officially enrolled students are allowed to attend the course. Students not on the official class list should be advised to secure their enrollment at the Registrar's Office.

Punctuality should be observed at all times in the conduct of classes. The faculty should be in the physical or virtual classroom at the exact time the class should begin. In-person classes should be dismissed at least five (5) minutes before the end of each period to allow students to move and transfer to their next class.

#### Make-Up Classes

Faculty members who miss their classes due to official functions should conduct make-up activities/classes. Make-up activities/classes should be for both extra and regular teaching assignments. Request forms for make-up classes are available at the Dean's Office.

#### Substitution

In case of absence by a faculty, the Head assigns another faculty to substitute. Priority must be given to a faculty who is competent to teach the course, has yet to complete the maximum number of extra teaching load and whose schedule does not conflict with that of the substitute class. Payment for the substitute faculty should be in accordance with his/her hourly rate.

### **Suspension of Classes**

Classes shall not be dismissed or suspended without authority from the University President.

## **Examinations and Quizzes**

### **Schedule of Examinations**

The schedule for the mid-term and final examination is prepared by the Registrar's Office and approved by the Office of the University President. Faculty members may administer their mid-term and final examinations following this schedule. Any deviation should be communicated to the Head.

### **Types of Examination**

Faculty members enjoy the full academic freedom of deciding the type of examination to give to their students. It is suggested, however, that the examinations assess the significant learning outcomes covered in the course particularly the Higher Order Thinking Skills (HOTS) such as creative and critical thinking skills. Performance-based examination should be scored using rubrics.

### **Preparation and Reproduction of Examination Questions**

The individual faculty member prepares his/her own examination and uses the resources of the unit/college, if available, for reproducing it. As much as possible, the students must not be made to pay for reproduction expenses.

### **Examination Proctors and Correctors**

Faculty members shall proctor and correct all examinations given to their respective classes. Staff and students are not allowed to act as proctors.

### **Reporting Cases of Cheating, Plagiarism and other Forms of Dishonesty**

For undergraduate students, cheating in any form during an examination, test, or written reports including reaction papers, case analysis, experiments, or home works is subject to disciplinary sanction for major offenses (see [PNU Undergraduate Student Handbook](#)). Cheating may come in the form of:

- unauthorized possession of notes or any materials and gadgets relative to the examination or test conduct during the examination;
- copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable;
- having someone else take an examination or test for one's self;
- having someone else prepare a required report or homeworks; and

- all forms of plagiarism.

These cases are subject to penalty, including community service of 8 to 40 hours depending on the gravity of the offense, suspension, exclusion, or expulsion.

Faculty members should report suspected forms of cheating to the Head of the unit who coordinates with the Director of Student Affairs and Services Office through the College Dean for an investigation and the corresponding appropriate sanction.

For graduate students, academic integrity violations, particularly plagiarism and their corresponding classifications, are subject to particular sanctions (see [PNU Graduate Student Handbook](#)). The penalties include automatic failing grade on the course or course requirement, dismissal/expulsion from the University, or revocation of degree if already graduated.

Faculty members may take the following actions:

- If plagiarism happens in a course, the faculty decides and implements the sanction and should report the incident to the Student Affairs Office.
- For thesis and dissertation, the College endorses cases of plagiarism to the Student Affairs and Services Office for appropriate action.

## Grading System

At the beginning of the term, faculty members should inform their students of the grading system and the course's criteria for grading.

The PNU Grading System is governed by [UC no. 7, s. 2019](#). The Grades in Percent have symmetrical interval size across scales with 3 at the extremes and 4 at all other points. The Six Adjectival Descriptions are identified (Excellent, Very Good, Good, Satisfactory, Fairly Satisfactory, and Acceptable). Grade Point Scale is used for all levels.

### Undergraduate

Grade in Percent	Grade Point Scale	Adjectival Description
98 – 100	1.0	Excellent
95 – 97.99	1.25	Very Good
92 – 94.99	1.5	Very Good
89 – 91.99	1.75	Good
86 – 88.99	2.0	Good
83 – 85.99	2.25	Satisfactory
80 – 82.99	2.5	Fairly Satisfactory
77 – 79.99	2.75	Fairly Satisfactory
75 – 76.99	3.0	Acceptable
Below 75	5.00	Failed
	6.00	Incomplete
	7.00	Authorized Withdrawal

**Master's**

Grade in Percent	Grade Point Scale	Adjectival Description
98 – 100	1.0	Excellent
95 – 97.99	1.25	Very Good
92 – 94.99	1.5	Good
89 – 91.99	1.75	Satisfactory
86 – 88.99	2.0	Acceptable
Below 86	5.0	Failed
	6.00	Incomplete
	7.00	Authorized Withdrawal

**Doctorate**

Grade in Percent	Grade Point Scale	Adjectival Description
98 – 100	1.0	Excellent
95 – 97.99	1.25	Very Good
92 – 94.99	1.5	Good
89 – 91.99	1.75	Satisfactory
Below 89	5.0	Failed
	6.00	Incomplete
	7.00	Authorized Withdrawal

(The policy on Grading System undergoes continual review and the most updated version shall be enforced.)

**Submission of Grades**

Every faculty member shall encode and finalize the grades in the PWEBSS during the designated dates posted by the Registrar's Office in the University Calendar. The grades of graduating students shall be encoded ahead of the schedule for non-graduating students.

**Changing of Grades**

The faculty may file a request for changing a final grade within 30 days after the final grades have been finalized. No changing of final grades will be allowed for reasons such as submission of additional projects/requirements, retaking of examination, re-submission of previously unsatisfactory work which was already deemed unsatisfactory, and other similar reasons, except in cases when there is proven computation, clerical or transcription error.

For the complete procedure for requesting a change of final grade, see [UC no. 12, s. 2018](#) or the 'Revised Policy on Changing of Final Grades' pursuant to BOR U-2800 dated April 4, 2018.

### **Late Submission of Grades**

In case a faculty member fails to submit the grades on time, s/he has to submit an explanation to and secures a clearance from the College Dean.

### **Incomplete Grades**

A faculty member may give a student an incomplete grade for the following reasons:

1. Failure to comply with the requirements of the course, e.g., projects, term paper, etc.; and
2. Failure to take the examination like mid-term exams, final exam, unit test and quizzes.

The student who received an incomplete grade shall comply with the requirements of the course within one term. Once the student has complied with the requirements, the faculty member submits the completion form with the assigned rating to the Registrar's Office, fifteen (15) days after the completion form has been issued. Otherwise, the faculty member shall automatically give a student a failing mark.

### **Failing Grades**

Failing grades are given to students who do not perform satisfactorily according to standards required in the course.

### **Withdrawal/Dropping of Courses**

The faculty member marks a student U.W. for "Unauthorized Withdrawal" when a student withdraws without notice and has stopped attending the class. The Registrar's Office marks a student A.W. for "Authorized Withdrawal" when a student serves notice to the faculty member and secures approval from the Registrar's Office through channels using the official form for authorized withdrawal.

For undergraduate students, students may be dropped if they have accumulated absences of at least twenty percent (20%) of the total number of class hours. Students may be allowed to drop only before the midterm period, except in cases found meritorious by the faculty, the Student Affairs and Services Office, and the University Registrar (see PNU Student Handbook).

For graduate students, authorized withdrawal from a course shall be allowed on or before Week 6 of classes in a regular term and on or before Day 9 of classes in a summer term (see PNU Graduate Student Handbook).

## **Advising**

### **Academic Advising**

The Dean of the College assigns an academic adviser to each class or group of majors. The assigned faculty should monitor students' academic progress to ensure that they live up to

the University/College's standard of excellence. The monitoring scheme is subject to the guidelines set by the College or Unit.

### **Thesis/Dissertation Advising**

Thesis and dissertation advisers are designated by the College Dean, upon the recommendation of the Unit Head.

Thesis/dissertation advisers shall be chosen by the graduate students.

### **Guidance and Counseling Services**

While in the University, some students experience personal difficulties that can be exacerbated by the challenges of maturation, an unfamiliar environment, and academic pressure or stiff competition. Some students resolve their difficulties over time on their own; a few, however, will be able to do so only with professional help.

Guidance and counseling services are available for all students at the SASO. Such services can involve the assessment of students' difficulties in their studies, through appropriate testing and assessment mechanism, for the individual student to realize his/her full potential.

Faculty members are, therefore, encouraged to refer students who have problems to the SASO. They should have at hand the phone number and hours of operation of the services available for the students. Above all, they should listen and be sympathetic to students, express concern, and make referrals, but not to take on the role of a trained counselor. For more information on advising students, faculty members should refer to the Student Handbook.

### **Advising Student Organizations**

Each student organization shall have a faculty adviser. For Program-Based Organizations (PBOs) or clubs, the Program Heads shall appoint the adviser/s. In the case of the Student Council/Government and Interest Clubs and University Chapters of National Organizations, the Director of Student Affairs and Services Office shall appoint the adviser/s upon recommendation of the club/organization.

The faculty adviser should:

- be available for consultation with club officers and members;
- attend general meetings of the organization and if unable to attend, s/he should be informed about the minutes of the meeting;
- be well-versed with the constitution and by-laws of the organization;
- be available for consultation and assist in the planning of activities, ensuring that they attain the organization's objectives;
- be present/be with the students if the organization's activity is held off-campus or

when the organization is representing the University (see [CMO No. 63, s. 2017](#));

- require the parent's permission for students who join off-campus activities (see CMO No. 63, s. 2017);
- check and approve the posters/notices/announcements of the organization before posting;
- evaluate the performance of the organization and submit a report of this to the Student Affairs and Services Office and the Program Head concerned which will be used as one of the bases for reaccreditation and for determining awards; and
- act as liaison between the organization and the University administration, hence, can sign the organization's communications and request for reservation of rooms and facilities.

Activities of student organizations must be conducted only after the prior approval of the Program Head/Director of Student Affairs and Services Office is obtained. To avoid delays, the adviser should secure a schedule of activities of the organization at the beginning of the school year and help the students prepare the permits and necessary documents in carrying out the activities.

The adviser of a student organization may request the use of university facilities needed for a specific event or activity sponsored by the organization.

At least three weeks before the end of the third term, the faculty adviser should require and secure a copy of the financial report of the organization. This report includes the membership fees collected, if any, the expenses incurred during all activities, the receipt and disbursement of funds, and all the funds obtained by solicitation and/or donation. Financial statements are duly signed by the organization's President and Auditor and noted by the Adviser for submission to the Program Head/Dean of Student Affairs.

## Classroom Regulations and Management

### **Student Attendance**

A student may be dropped from the class roll after having been absent for twenty percent (20%) of the total number of hours of recitation, lecture, laboratory, or any other scheduled work. The University Registrar and Director of Student Affairs and Services Office shall, at the same time, be advised of the action taken by the faculty member by receiving, accomplishing and submitting a Dropping Form in quadruplicate copy.

If the majority of the absences incurred by a student are excused, the student may not be given a failing grade. The faculty member may just advise the student to secure an official dropping form.

When a student has been absent from the class for one whole week for a term course, the faculty member accepts the student only when he/she submits an explanation letter for his/her

long absence and secures a Readmission Slip from the Student Affairs and Services Office.

The faculty member may accept a student in class even after being late for 15 minutes, but the student should be marked as absent during that session. If a student is habitually late, the faculty member may refer the student to Student Affairs and Services Office for appropriate sanction. Any absence incurred immediately after a short vacation (Christmas, Election Day, and others) is normally considered unexcused unless there is a clear and valid reason for the absence.

### **Classroom Discipline**

Faculty members are expected to maintain discipline inside the classroom.

Professors have the right to send to the Student Affairs and Services Office any student/s in their class who commit/s infractions, such as shouting, making unnecessary noise, using vulgar language, showing impolite behavior, even cheating, for due process.

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

### **Class Participation**

Class participation of students means being present and attentive in class. When applicable, at least 10% of the final grade should be accorded to class participation.

With class participation, students are encouraged to interact by reciting, asking questions and by taking part in group activities, but these are not necessary to receive full credit.

Faculty members should also conduct a period of recitation to test students' knowledge, reasoning/thinking ability and preparation.

### **Evaluating Student Performance**

All quizzes and tests should be returned promptly to the students after the test for immediate feedback.

Exemptions from taking the final examinations may be extended to deserving students. Moreover, faculty members should observe strictly the schedule on the ban of co-curricular activities to enable students to concentrate on their academic requirements and review for final examinations.

Course professor should identify students with academic difficulty such as those failing a mid-term exam, having excessive absences, failing to submit a required paper and others, and inform them of their class standing.

Professors should cooperate and be sympathetic to students who seek assistance for the proper course of action to be taken to improve their performance. They should give regular feedback to the students.

## Preparation of Course Syllabi

Each unit has a compilation of subject syllabi. Each faculty member is furnished with copies of the most recently updated syllabi of all the subjects handled before the start of term classes. The faculty members should be able to cover the entire course syllabus.

When there is a need to develop or revise a syllabus, the faculty members handling the same subjects should cooperate to come up with a syllabus that reflects the learning outcomes set at the institutional and program level, content standards of the discipline, and others that are required of the course.



### III. Recruitment, Appointment, Promotion and Separation from Service

## 3.1. Recruitment and Appointment

The hiring of faculty members is based on the need of the university as determined by the Associate Deans, Deputy Deans, Institute Directors, Executive Directors and Provost, or Center Directors. Recruitment shall be limited to those who meet the minimum requirements prescribed for the rank. (See Appendix C for the Procedure for Recruitment and Appointments of Faculty)

The following are the specific policies for recruitment based on the [PNU Merit System](#) (BOR U-3415, s. 2022):

1. Transferees from other state or local universities and colleges may be admitted at their present faculty rank in the absence of qualified faculty members in PNU.
2. The minimum educational qualification for recruitment to a faculty rank or sub-rank shall be a Master's degree or its equivalent with the appropriate specific area of specialization, pursuant to CHED Memorandum on Faculty Development and Civil Service Commission (CSC) Memorandum Circular (MC) No. 22, s. 2016.
3. Entry to faculty positions shall be at the appropriate sub-rank of the appropriate faculty rank based on any DBM-CHED approved guidelines on faculty reclassification.
4. Associate Professor IV is the highest academic rank that can be occupied by an applicant holding a master's degree.
5. The Faculty Selection Board (FSB) assists the University President in selecting applicants for appointment subject to confirmation of the Board of Regents (for SG-18 and below) or for approval for SG 19 and above (BOR Resolution No. U-2899 s. 2018).
6. The FSB recommends to the University President the qualified applicants for appointment on the position/rank applied for. The composition of the FSB shall be as follows:
  - a. Vice President for Academics, as Chair
  - b. Vice Presidents
  - c. Deans of Colleges
  - d. Director of Student Affairs and Services Office
  - e. Faculty Regent or his/her representative
  - f. HRMDO Director
  - g. Immediate Head of the Campus/Institute/Unit where the faculty shall be assigned as a resource person (non-voting)
7. The FSB is assisted by a Secretariat from the HRMDO.
8. The FSB formulates the guidelines for screening, subject to existing rules and policies.

9. The *en banc* evaluates and deliberates the qualifications of those listed in the selection line-up.
10. The FSB submits an assessment report of candidates screened for appointment from which the appointing authority shall approve or recommends for approval of the BOR.
11. The FSB will not discriminate applicants on account of their age, civil status, sex, sexual orientation, gender identity, disability, religion, ethnicity, political affiliation in its deliberations.
12. The Faculty Evaluation Committee (FEC), under the Performance Management Unit of HRMDO, serves the University in the determining of academic ranking, faculty teaching effectiveness evaluation, and promotion of the faculty.

The FEC is composed of the:

- a. Chair: A faculty member designated by the University President
- b. Co-Chair: A faculty member designated by the University President
- c. Secretary: The administrative clerk assigned to FEC
- d. Members: Two (2) or three (3) faculty members who are endorsed by the PNU Hub, Institute, and each Faculty unit respectively, and designated by the University President

## 3.2. Qualification Standards

As articulated in the University's Merit System, the **minimum qualifications** standards for recruitment for faculty for each rank shall be as follows:

### A. Instructor I to II

Education:	Master's Degree in the area of specialization or its allied/related fields
Experience:	None required
Training:	None required
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

### B. Instructor III

Education:	Master's Degree in the area of specialization or its allied/related fields
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**C. Assistant Professor I to III**

Education:	Master's Degree in the area of specialization or its allied/related fields
Experience:	1 year of relevant experience
Training:	4 hours of relevant training
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**D. Assistant Professor IV**

Education:	Master's Degree in the area of specialization or its allied/related fields
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**E. Associate Professor I to III**

Education:	Relevant Master's Degree
Experience:	2 years of relevant experience
Training:	8 hours of relevant training
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**F. Associate Professor IV**

Education:	Relevant Master's Degree
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**G. Associate Professor V**

Education:	Relevant Doctorate Degree
Experience:	3 years of relevant experience
Training:	16 hours of relevant training
Eligibility:	None required RA 1080 (for courses requiring BAR or BOARD eligibility)

**H. Full Professor I**

Education:	Relevant Doctorate Degree
Experience:	4 years of relevant experience
Training:	24 hours of relevant training

Eligibility: None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**I. Full Professor II to III**

Education: Relevant Doctorate Degree  
Experience: 5 years of relevant experience  
Training: 32 hours of relevant training  
Eligibility: None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**J. Full Professor IV to VI**

Education: Relevant Doctorate degree  
Experience: 5 years of relevant experience  
Training: 32 hours of relevant training  
Eligibility: None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

**K. College/University Professor**

Education: Relevant Doctorate degree  
Experience: 5 years of relevant experience  
Training: 32 hours of relevant training  
Eligibility: None required  
RA 1080 (for courses requiring BAR or BOARD eligibility)

### 3.3. Employment Status

A **permanent appointment** shall be given if the applicant met the minimum requirements as stipulated for the position/rank.

Permanent faculty members undergo teaching effectiveness evaluations (self, immediate head, peer, students) per term.

The **probationary period** for a new appointee shall be for two (2) years to ensure appropriate onboarding to all PNU processes, at the end of which the appointee is to be retained or dropped, based on performance evaluation.

Upon completion of the probationary period, the following are required for tenure:

1. Recommendation of immediate head
2. Peer evaluation
3. Student evaluation

4. Other necessary report and evaluation on the conduct of her/his function, such as compliance with Safe Spaces

For both the permanent and probationary faculty members, the minimum requirement for all evaluations in the past one (1) academic year should not be lower than Very Satisfactory (VS) in any of the evaluations.

## 3.4. Faculty Classifications

### 3.4.1. Full-Time Faculty

Full-time faculty members are those who render a required minimum of twenty-five (25) hours a week of workload (refer to COA Decision No. 2000-361, dated December 6, 2000). Their official time per week shall be spread in at least 5 days, with a range of 4 to 6 hours per day.

These faculty members meet all the minimum requirements, as prescribed in the CSC MC No. 22, s. 2016 and CMO No. 30, s. 2009 and whose main functions include instruction, research, extension services, and production in pursuance of the vision, mission and goals of the university.

PNU being a specialized teacher education university, practices a pooling of faculty scheme where everyone is mapped according to discipline and related fields and gets deployed to any of the colleges or institute based on the development needs of the programs. A full-time faculty member may teach courses from multiple units of the University but must have a mother unit.

Faculty members are also engaged in inter-campus visiting faculty program that is consistent with the thrust of the University in creating a more unified and uniform knowledge sharing within the community (see [UC No. 8, s. 2016](#)).

### 3.4.2. Part-Time Faculty

Part-time faculty members are employed to teach on a term basis and receive remuneration on an hourly rate. They are expected to undertake activities that pursue the vision, mission, and goals of the university/college. (See Appendix D for Guidelines and Procedure for Hiring Part-Time Faculty)

Part-time faculty may be classified as follows:

#### Visiting, Associate, Guest, Invited Status

Scholars and experts with visiting, associate, guest, or invited status are those invited by the university from other local or foreign institutions to render services in the form of instruction, research, extension service, and the like for a specific period (see [UC No. 18, s. 2017](#) or the

'Guidelines for Individuals on Various Arrangements with PNU on Visiting, Associate, Guest, or Invited Status').

### Exchange Professor/Lecturer/Fellow/Associate

Exchange professors/lecturers/fellows/associates are those coming from foreign and other local universities and invited to render services in the form of instruction, research, extension service, and the like as embodied in the exchange program agreement.

### Adjunct Faculty

This refers to faculty members who have assigned teaching loads in other units other than their mother unit.

### Professor Emeritus

This refers to a retired faculty member or administrator who holds the rank of at least Full Professor upon his/her retirement and is accorded the title in recognition of exceptional competence in a specific field of specialization. S/he is invited to render instructional or research services.

## 3.5. Promotion

Promotion is the advancement to a higher faculty rank or sub-rank, usually accompanied by an increase in salary.

The primary basis for promotion of permanent faculty shall be the established policies under CSC MC No. 19, s. 2005, CSC MC 1800692 (2017 ORA OHRA, as amended), any DBM and CHED Circulars, and BOR-approved policies.

There are three types of promotions under the PNU Merit System (see Appendix E):

- promotion through filling up of vacancies;
- promotion through presidential discretion; and
- promotion through DBM- and CHED-approved guidelines on faculty reclassification.

A faculty shall be promoted to a higher rank/sub-rank on the basis of the extent to which he/she meets the specific requirements or standards, provided his/her performance rating during the last two consecutive rating periods is at least Very Satisfactory.

The mere filing of an administrative charge shall not constitute a disqualification for promotion. When a faculty who is legitimately qualified for promotion is administratively charged, the position to which s/he should have been promoted shall not be filled until after the case shall have been finally decided.

However, when the exigency of the service requires immediate filling of the position/rank, then it shall be filled by a temporary appointment to end as soon as the faculty legitimately entitled to it is exonerated. Should the faculty be exonerated, his promotion shall take effect immediately.

Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

Positions belonging to the closed-career system are exempted from the three-salary grade limitation on promotion. (Closed career position is any position included in the faculty of the University.)

A faculty member who is on local or foreign scholarship or training grant or on maternity leave or on secondment may be considered for promotion. For this purpose, the performance ratings to be considered shall be the two ratings immediately prior to the scholarship or training grant or maternity leave or secondment. If promoted, the effectivity date of the appointment, including those on secondment, shall be after the scholarship or training grant or maternity leave or upon assumption to duty.

## 3.6. Termination of Appointment

The service of a permanent faculty member may be terminated for cause and after due process as provided for by relevant Civil Service Rules and Regulations.

## 3.7. Separation

Separation from the University may be voluntary and involuntary.

### 3.7.1. Voluntary Separation

A faculty may be voluntarily separated from the University through the following: transfer, resignation, optional retirement, filing of certificate of candidacy for an elective post, and abandonment of office.

#### Transfer or Resignation

Transfer or resignation of faculty members shall be in writing. Also, a faculty member who opts to transfer or resign must secure a clearance from concerned offices. Action on the resignation by the head of office or agency is deferred if the faculty is facing an administrative charge. No faculty member shall be removed for cause, except after an investigation and hearing shall have been conducted (Refer to Revised Rules on Administrative Cases in the Civil Service).

After due investigation and once the resignation has been accepted, the faculty may collect payment for the money value of the accumulated leave, retirement benefits, and insurance benefits. The faculty may also retain the privilege of reinstatement.

## Abandonment of Office

A faculty may cause his/her separation from the service if s/he fails to report back to duty after his/her authorized leave of absence has expired. Should a faculty just disappear or fail to report for work for at least thirty (30) days without accordingly informing his/her immediate head or the office of the HRMDO, s/he is dropped from the rolls and separated from the service. However, this is not considered a disciplinary manner of separation.

### 3.7.2. Involuntary Separation

The grounds for involuntary separation are: compulsory retirement, separation for disciplinary reason, expiration or termination of appointment or service contract, two unsatisfactory or poor performance ratings after due notice, and physical and mental unfitness.

## Retirement

A faculty may retire optionally provided s/he complies with the retirement rules for this mode of separation from the service. Retirement laws shall be the basic retirement process in the government service:

Retirement Laws	Effectivity Date
RA 8291 (GSIS Act of 1997)	June 24, 1997
RA 7699 (The Portability Law)	May 1, 1994
PD 1146 (Pension or Cash Payment)	May 31, 1977
RA 660 (Magic 87)	June 16, 1951

## Physical and Mental Unfitness

A faculty who is continuously absent for more than one (1) year or intermittently absent for at least 260 working days during a two-year period by reason of illness may be declared physically unfit and consequently dropped from the rolls.

An employee may also be separated from the service if incapacitated to work, as manifested by the employee's abnormal behavior for an extended period of time. However, separation from the service for unsatisfactory or poor performance or physical and mental incapacity is non-disciplinary in nature.

Whether for a cause or not, separation from the service does not disqualify one from receiving benefits that have been earned, unless the terms of the separation provide otherwise.



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## IV. Faculty Benefits, Incentives, and Welfare

All full-time faculty may avail of benefits, incentives and privileges provided by the University and by other government agencies as mandated by law.

## 4.1. Benefits

### 4.1.1. Institutional Benefits

#### Tuition Waiver for Faculty and their Children

To encourage professional growth, the University extends 100% tuition waiver to all full-time faculty members, probationary or permanent, who wish to pursue higher degrees in the University. This subsidy is valid throughout the length of their study, but should not exceed five (5) years for those pursuing a master's degree and seven (7) years for those pursuing a doctorate. (BOR Resolution No. 2081, s. 1991)

Likewise, children of full-time faculty who are currently enrolled in the University can enjoy free tuition fee during the entire duration of their study. Such privilege is valid only if they continue to enroll at PNU and have no failing grades.

#### Professional Development Activities Benefits

##### Educational Tour with Subsidy

Faculty members may join educational tours such as rolling/floating seminars and international travels initiated by the Philippine Normal University Faculty Association through the Office of the Director for Linkages and International Office. The University provides subsidy for such tours, subject to funds availability.

##### Educational, Social, Cultural and Athletic Events

In all educational, social and cultural affairs and athletics events sponsored by the University, faculty members are admitted free of charge, unless specified otherwise. Where an admission fee or charge is required, the University endeavors as much as possible to provide special rate for faculty members.

##### Attendance to Conferences, Workshops, Trainings

A full-time faculty member may request for financial assistance for participation in local, regional, national and international conferences, workshops and trainings, subject to availability of funds. The Associate Dean/Institute Director, and the College Dean shall endorse the request for qualified faculty.

## Discount in Hostel Accommodations

Faculty who are performing official functions (e.g., ISO preparation, PBB, Accreditation, RQAT) enjoy free accommodation at the PNU Hostel, subject to existing guidelines.

PNU faculty checking in at the hostel for personal reasons can avail of 20% discount on the daily room rate. Family members and their companions are not included. This benefit covers hostel stay of up to a maximum of 5 days (or 4 nights) accommodation within the year, subject to availability of rooms.

## Medical-Dental Service Benefits

All faculty members are entitled to free consultations and emergency first-aid treatments by the University physician in the Medical Clinic. These exclude medical care during long ailments, hospitalization, medicines, home visits, or laboratory examinations.

Dental service includes free dental examination, consultations, simple tooth extraction, oral scaling and polishing, temporary fillings and emergency first-aid treatments.

## Benefits for Persons with Disability (PWD) and Senior Citizens

1. **Twenty Percent Discount.** As mandated by government regulations, faculty who are certified persons with disability and/or are senior citizens enjoy programs and activities. Twenty per cent (20%) discount is availed for hostel accommodations and food service.
2. **Implementation of Work-from-Home Scheme for PWD Faculty.** Faculty members who are PWD have the option to configure portions of their preparation hours (non-teaching and/or non-contact hours) into a work-from-home (telecommuting) scheme. The policy does not impact expectations on face-to-face teaching hours, meetings, workshops, and summits. Specific provisions of this policy may be referred to [BOR U-3089, s. 2019](#).
3. **Senior Citizen and PWD Prioritization for Accessible Room Assignments.** Faculty members who are senior citizens and PWDs may be assigned or reassigned accessible rooms. Specific provisions of this policy may be referred to [BOR U-3090, s. 2020](#).

## Secondment

This refers to the movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation (Section 9, Rule VII, Omnibus Civil Service Rules and Regulations).

Secondment shall be governed by the following general guidelines:

- a. As a general rule, secondment shall be limited to employees occupying professional, technical and scientific positions;

- b. Secondment for a period of one year or more shall be subject to approval by the Civil Service Commission;
- c. Secondment to international bodies/organizations recognized by the Philippine government may be allowed;
- d. Secondment shall be covered by a written agreement between the mother agency and the receiving agency and concurred in by the employee seconded. Such agreement shall be submitted to the Civil Service Commission for records purposes;
- e. Payment of salaries of seconded employee shall be borne by the receiving agency. In case of higher compensation covered by adult issued appointment within the Philippine government, the same maybe used for the purpose of computing the retirement benefits but not for the purpose of commutation of leave credits earned in the mother agency. In case a lower compensation, the mother agency shall pay the difference. This rule does not apply in cases of secondment to international agencies; and
- f. The seconded employee shall be on leave without pay in his/her mother agency for the duration of secondment. During such period, the seconded employee may earn leave credits which are commutable immediately thereafter and payable by the receiving agency.

Other specific provisions of secondment may be referred to UC No. 16, s. 2012.

## 4.1.2. Compulsory Benefits

### GSIS Benefits

The Government Service Insurance System (GSIS) is a social insurance institution that provides a defined benefit scheme under the law. Membership in the GSIS shall be compulsory for all full-time faculty receiving compensation who have not reached the compulsory retirement age, irrespective of employment status. (Sec. 3, R.A. 8291). GSIS members are entitled to an array of social security benefits, such as life insurance, separation or retirement benefits, and disability benefits.

The following are the [GSIS benefits](#) enjoyed by its members:

1. **Retirement (RA 8291)** - Retirement requires a specific age and a minimum number of years of service. Separation from the service at the mandatory age of sixty-five (65) is called compulsory retirement. Retirement at an earlier age is referred to as optional retirement. Both retirement schemes require a minimum number of years of service rendered.
  - a. Retirement Under RA 8291

Retiree receives either a five-year lump sum or cash payment with instant pension.

To qualify for this retirement mode:

- The retiree must have rendered at least 15 years of service and must be at least 60 years of age upon retirement.
- S/he must not be a permanent total disability pensioner.
- If one is ineligible for retirement benefit under RA 8291 because s/he did not meet the required age (at least 60 years old or service of at least 15 years), s/he may be entitled to separation benefit in the form of cash payment payable at age 60.

b. Retirement under Republic Act 660

Also called “Magic 87”, this option provides both annuity and lifetime pension. Retiring under RA 660 requires the following:

- S/he should have entered government service on or before May 31, 1977.
- The retiree’s last three years of service prior to retirement should have been continuous, except in cases of death, disability, abolition, and phase out of position due to reorganization.
- His/her appointment status should be permanent.
- S/he should meet the age and service requirements under the “Magic 87” formula. Based on the formula, a retiree’s age and years in service should be added up and should total at least 87.

c. Retirement under Republic Act 1616

RA 1616 provides for a gratuity benefit for retiring members who will qualify under this retirement mode. The gratuity is payable by the last employer. The employee shall also be entitled to a refund of retirement premiums paid, personal share with interest, and government share without interest.

To qualify under the mode requires the following:

- S/he must be in government service on or before May 31, 1977;
- S/he has rendered at least 20 years of service regardless of age and employment status; and
- His/Her last 3 years of service prior to retirement must be continuous, except in cases of death, disability, abolition or phase out of position due to reorganization.

d. Retirement under Presidential Decree 1146

Only those who have been in government service after May 31, 1977 but before

June 24, 1997 may avail of this retirement program. Retirement under PD 1146 gives members a choice between Basic Monthly Pension (BMP) and cash payment.

e. Retirement under Republic Act 7699 (Portability Law)

With the help of RA 7699, otherwise known as the Portability Law, government retirees who do not meet the required number of years provided under PD 1146 and RA 8291 can still avail of retirement and other benefits. Under the scheme, one may combine one's years of service in the private sector represented by one's contributions to the Social Security System (SSS) with one's government service and contributions to the GSIS to satisfy the required years of service under PD 1146 and RA 8291.

2. **Separation Benefit** – If one is ineligible for retirement benefit under RA 8291 because s/he did not meet the required age (at least 60 years old) or service (at least 15 years), s/he may be entitled to separation benefit in the form of cash payment, and pension payable at age 60.

3. **Life Insurance** – There are two (2) insurance programs under GSIS, namely:

a. Enhanced Life Policy

The GSIS provides life insurance coverage even on the very first day one entered government service after receipt of payment of the 1st monthly premium.

b. Life Endowment Policy

Members who enter the service prior to August 1, 2013 are entitled to the Life Endowment Policy (LEP). LEP also provides coverage against death whether due to natural or accidental causes, permanent total disability, and other benefits upon maturity or separation from the service.

4. **Disability Benefits** – Disability benefits are benefits granted to a member due to the loss or reduction in earning capacity caused by a loss or impairment of the normal functions of the employee's physical and/or mental faculties as a result of an injury or disease.

The loss in earning capacity shall be determined on the basis of the following:

- a. the employee's actual loss of income from the usual occupation; and
- b. the capacity to engage in any other gainful occupation because of impairment

A disability may either be permanent total, permanent partial, and temporary total.

5. **Funeral benefit** – Funeral benefit is intended to help defray the expenses incidental to the burial and funeral of the deceased member, pensioner, or retiree under any of the five retirement laws.

6. **Survivorship Benefits** – In the event of death of a GSIS member, the surviving spouse may file for basic survivorship pension (BSP), which is equivalent to 50% of the BMP (Basic Monthly Pension) that s/he is entitled to.

7. **Unemployment Benefits** – The unemployment benefit is paid when permanent government employees who have paid the required 12 months integrated contributions under RA 8291 are involuntarily separated from the service as a result of the abolition of their office or position usually resulting from reorganization. The benefit is in the form of monthly cash payments equivalent to 50% of the average monthly compensation (AMC). The duration of the benefit depends on the length of service and ranges from two months to a maximum of six months.
8. **Loans** – Members may avail of loans through the GSIS: Enhanced Conso-Loan Plus; Policy Loan; Housing Loan; and Emergency Loan.

## Pag-IBIG Benefits

All full-time faculty are mandatory members of Pag-IBIG. Pag-IBIG is an acronym which stands for *Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno*. The Pag-IBIG Fund continues to harness these four sectors of the society to work together towards providing Fund members with adequate housing through an effective savings scheme. (See the [list of Pag-IBIG programs and benefits](#).)

## PhilHealth Benefits

All full-time faculty are mandatory members of PhilHealth. The National Health Insurance Program was established to provide health insurance coverage and ensure affordable, acceptable, available and accessible health care services for all citizens of the Philippines. It shall serve as the means for the healthy to help pay for the care of the sick and for those who can afford medical care to subsidize those who cannot. (See the [list of PhilHealth benefits](#).)

## Leave Benefits

Specific provisions of the leaves may be referred to the [Omnibus Rule on Leave, Rule XVI of the Omnibus Rules Implementing Book V of EO 292](#).

1. **Bereavement Leave** - An employee may avail of three (3) days bereavement leave in the event of death of an immediate family member, which includes the employee's children, parents, grandparents, brother, sister, spouse, and parents-in-law.
2. **Calamity Leave** - Faculty affected by flood, fire and typhoon, as certified by a government proclamation may avail of two (2) days of leave.
3. **Maternity Leave** - Every woman in the government service who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave as mandated by law with full pay.

Other benefits for maternity leave are provided for under CSC MC No. 5, s. 2021 or the Amendment to Omnibus Rules on Leave and the Magna Carta of Women (R.A. 9710).

4. **Paternity Leave** - All legally married male employees are eligible for paternity leave of 7 working days up to four (4) child births or miscarriages of legitimate spouse with whom he is cohabiting.

Married male employee with more than one (1) legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse gives birth. (CSC MC No. 5, s. 2021)

5. **Solo Parent Leave** - Solo parents, as certified by DSWD, may avail of seven (7) working days parental leave. Guidelines on the grant of Parental Leave to Solo Parents are provided under CSC MC No. 8, s. 2004.
6. **Special Leave Benefits under Magna Carta of Women** - Entitlement to this special leave is applicable to female public-sector employees who have undergone surgery caused by gynecological disorders pursuant to the provisions and implementing rules and regulations of the Magna Carta of Women (R.A. 9710). The Special Leave benefit may be availed for every instance of surgery due to gynecological disorder for a maximum total period of two (2) months or sixty (60) calendar days per year.
7. **Study Leave** - A faculty member is entitled to study leave grants, subject to the University statutory leave policies governed by CSC Omnibus Rules on Leave and Magna Carta for Public School Teachers (R.A. 4670).
8. **Teacher's Leave** - The faculty shall not be entitled to the usual vacation and sick leave credits but to proportional vacation pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A teacher who has rendered continuous service in a school year without incurring absences without pay of not more than 1 ½ days is entitled to 84 days of proportional vacation pay. Other leave benefits of teachers are covered by Section 24 and 25 of the Magna Carta for Public School Teachers (R.A. 4670) and provided for under CSC MC No. 41, s. 1998.

### Special Leave Privileges for Administrative Officials on Full Release

The special leave privileges listed below are applicable only to faculty members holding administrative positions on full release, requiring 40 hours of service per week. Specific provisions of the leaves may be referred to the Omnibus Rule on Leave, Rule XVI of the Omnibus Rules Implementing Book V of EO 292.

1. **Forced Leave** - To give faculty members a chance to rest to reinvigorate themselves, an annual vacation leave for a minimum of five (5) working days, which need not be successive, is mandatory and will be forfeited, if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service by the head of the agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.
2. **Sick Leave** - Only regular faculty member with administrative designation, requiring 40 hours per week, is entitled to up to 15 sick leave credits. (CSC MC No. 41, s. 1998)

A faculty, who is unable to report for work due to illness, may apply for sick leave with pay provided s/he has accumulated credit service. S/he is entitled to a sick leave of absence after presenting a medical certificate.

3. **Special Leave Privileges** - Qualified faculty may avail of three (3) days of leave with pay in a year for the following reasons: Personal Milestones; Filial Obligation; Parental Obligations; Domestic Emergencies; Personal Transactions; and Calamity, Accident Hospitalization Leave. (CSC MC No. 6, s. 1999)
4. **Vacation Leave** - Only regular faculty member with administrative designation requiring 40 hours per week is entitled to up to 15 vacation leave credits. (CSC MC No. 41, s. 1998)

Vacation service credits of faculty refer to the leave credits earned for services rendered on activities during summer or Christmas vacation, as authorized by proper authority. These vacation service credits are used to offset absences of a teacher due to illness or to offset proportional deduction in vacation salary due to absences for personal reasons or late appointment. The manner by which service credits may be earned by teachers is subject to the guidelines provided for under CSC MC No. 41, s. 1998 or the Omnibus Rules on Leave.

5. **Monetization of Leave Credits** - Those who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of ten (10) days: Provided, that at least 5 days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year.

Monetization of fifty percent (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons such as: Health, medical and hospital needs of the employee and the immediate members of his/her family; Financial aid and assistance brought about by force majeure events such as calamities, typhoons, fire, earthquake and accidents that affect the life, limb and property of the employee and his/her immediate family; Educational needs of the employee and the immediate members of his/her family; Payment of mortgages and loans which were entered into for the benefit or which inured to the benefit of the employee and his/her immediate family; In cases of extreme financial needs of the employee or his/her immediate family where the present sources of income are not enough to fulfill basic needs such as food, shelter and clothing; and other analogous cases as may be determined by the Commission. The monetization of 50% or more of the accumulated leave credits shall be upon the favorable recommendation of the agency head and subject to availability of funds.

## Service Credits

Generally, vacation service credit is granted only for work beyond regular functions or beyond regular work hours/days where payment of honorarium or overtime pay is not possible. Teacher's vacation service credits refer to the leave credits earned for services rendered on activities during summer or Christmas vacation or in the course of the regular school year, as authorized by the proper authority.

## 4.2 Incentives

### 4.2.1. University Scholarships

#### Professional Development Incentive Program (PDIP)

The PDIP is an incentive program giving institutional support to faculty members enrolled in doctorate programs. Local scholarships are sponsored by such agencies as the CHED, PASUC, DOST, and PDIP of PNU. International scholarships are those sponsored by agencies such as NEDA, PROBE, Fulbright Foundation, MONBUSHO, among others.

A faculty member who holds a permanent appointment and has served the University as full-time faculty for at least 4 years may be granted the scholarship. A faculty member who qualifies and maintains scholarship may apply for a “study leave with pay.” S/he receives the regular monthly salary and all benefits given to any PNU faculty, aside from the scholarship allowance.

Under this program, a contract between PNU and the individual faculty is signed by both parties before the start of the program. Immediately after finishing the scholarship, the faculty member is expected to return and serve the University in exchange for all benefits granted.

(Specific provisions may be referred to [UC No. 4, s. 2012](#) or the ‘Supplemental Guidelines on PDIP Grant for PNU Faculty Members Enrolled in Doctorate Programs’ approved through BOR U-1721, s. 2012.)

#### Faculty Development Program (FDP)

The FDP aims to support faculty members who are taking advanced degrees in select priority areas. This program is proposed by the Office of the Vice President for Academics (OVPA), covering a particular year, and is subject to availability of funds.

Priority is given to faculty members who hold permanent status and have at least rendered a minimum of 5 years in service at PNU.

Under this program, a contract between PNU and the individual faculty is signed by both parties before the start of the program. Progress and completion reports are expected of grantees.

Specific provisions may be referred to the office concerned.

#### Full Doctorate Scholarship Grant

This program intends to provide full doctorate scholarship grant to faculty members who are enrolled in other reputable universities in the country, namely the University of the Philippines

(UP), Ateneo de Manila University (ADMU), De La Salle University (DLSU), and University of Santo Tomas (UST).

(Refer to [UC No. 3, s. 2014](#) or the 'Full Doctorate Scholarship Grant for Faculty Members' approved through BOR U-2016, s. 2013, and [UC No. 3, s. 2015](#) or the 'Amendment to Item No. 1 of University Circular No. 3 series of 2014'.)

## Sandwich Program for Faculty Members Finishing Doctorate Degree

The Sandwich Program is a faculty development support to faculty members who are doctoral candidates in their respective graduate programs. Faculty who will qualify with the program shall be provided with assistance to enhance their dissertation while abroad, specifically in any Asian countries.

(Refer to [UC No. 1, s. 2014](#) or the 'Sandwich Program for Faculty Members Finishing Doctorate Degree' approved through BOR U-2020, s. 2013.)

The research incentives for the faculty are established to develop and nurture the culture of research in the University.

### Faculty and Staff Incentive for Research Publication

This incentive is given to faculty members and administrative staff who are able to publish research papers in Philippine and international refereed journals indexed or abstracted in the Web of Science/Clarivate Analytics, Scopus, and ASEAN Citation Index (ACI) database, and in Philippine journals that CHED has granted a Journal Incentive Program (JIP), provided that the said journals are indexed in any of the three (3) aforementioned indexing databases. The awardee will be given an incentive for every published research paper within the past two (2) years.

(Refer to [UC No. 1, s. 2022](#) or the 'Amendments to the Faculty and Staff Incentive for Research Publication,' approved through BOR U-3387, s. 2021. )

## 4.2.2. Research Incentives

The research incentives for the faculty are established to develop and nurture the culture of research in the University.

### Faculty and Staff Grants for Participation in International Academic and Research Events as Paper/Poster Presenter

This grant is offered to permanent faculty members and administrative staff from the PNU System whose research paper has been accepted for oral paper presentation or poster presentation in an international conference, convention, or other similar events (e.g., forum, symposium).

(Refer to [UC No. 2, s. 2022](#) or the ‘Amendments to Faculty and Staff Grants for Participation in International Academic and Research Events as Paper/Poster Presenter,’ approved through BOR U-3405, s. 2022.)

## Recognition and Incentives for Best Research Paper and Best Research Paper Presentation Awardees

This recognition is provided for faculty members and administrative staff who are able to conduct and complete research papers to further motivate PNU personnel and to promote the culture of research in the University. The awardees will be given a certificate of recognition and a cash incentive.

(Refer to [UC No. 4, s. 2022](#) or the ‘Recognition and Incentives for Best Research Paper and Best Research Paper Presentation Awardees,’ approved through BOR U-3409, s. 2022.)

## Project-Based Research Grants (PBRG)

This grant is intended for faculty members and administrative staff who wish to conduct research project without any claim for non-teaching loads or over and above their regular and extra loads.

(Refer to [UC No. 8, s. 2022](#) or the ‘Amendments to the Guidelines for Project-Based Research Grants,’ approved through BOR U-3406, s. 2022.)

## Internally-Funded Research Projects (Non-PBRG)

This funding is granted for the research projects of faculty members and administrative staff from across the PNU System through their respective Projects, Activities, and Programs (PAPs).

(Refer to [UC No. 9, s. 2022](#) or the ‘Guidelines for Approval of Internally-Funded Research Projects (Non-PBRG),’ approved through BOR U-3407, s. 2022.)

### 4.2.3. Researcher Awards

#### Research Citation Award

This award gives recognition and incentive to faculty members and administrative staff who have distinguished themselves and are acknowledged or cited for their scholarly work and contributions to the body of knowledge in their profession or discipline within the last ten (10) years. The awardee will be granted a plaque of recognition and a cash incentive.

(Refer to [UC No. 3, s. 2022](#) or the ‘Amendments to the Researcher Citation Award’ approved through BOR U-3408, s. 2022.)

## Annual Outstanding Research Award

This award recognizes faculty members and administrative staff who are to conduct and complete an innovative research with substantial contribution in the advancement of education and has visible potential application to educational policy and practice. The awardee will be granted a plaque of recognition and a cash incentive.

(Refer to [UC No. 6, s. 2022](#) or the 'Amendments on the Annual Outstanding Research Award' approved through BOR U-3411, s. 2022.)

## Distinguished Researcher Award

The award provides recognition to faculty members and administrative staff who have demonstrated excellence in the area of research as evidenced by the following: publication in high-ranking journals, plenary talks or paper presentations in national or international conference, national or international research-related award, leadership or significant role in externally-funded research projects, and scientific invention or creative work with strong and practical impact to the society. The award will cover research outputs and accomplishments for the last three (3) years. The awardee will be granted a plaque of recognition and a cash incentive.

(Refer to [UC No. 7, s. 2022](#) or the 'Amendments on the Distinguished Researcher Award' approved through BOR U-3412, s. 2022.)

### 4.2.4. Sabbatical Leave

A sabbatical leave is a privilege that may be granted to a faculty who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.

The program aims to maintain and improve the quality of the educational programs of the university by creating opportunities for the faculty to broaden outlook and to improve professional competency and stature through study, investigation and research, and other professional development activities (see Appendix F for the Guidelines for Sabbatical Leave or [BOR U-3418, s. 2022](#)).

### 4.2.5. Program on Awards and Incentives for Service Excellence (PRAISE)

Faculty members individually or in group are recognized and rewarded for their other extraordinary acts or services in the public service under PRAISE, pursuant to CSC guidelines, circulars and other implementing rules. The awards and recognition hope for the continual encouragement of creativity, innovativeness, efficiency, integrity and productivity in the public service, leading to efficiency, economy or other improvement in government service.

The University shall also adhere to the guidelines pertaining to merit system on step increment; both for length of service and meritorious performance, pursuant to CSC-DBM

Joint Circular no. 1, s. 2012 or the 'Rules and Regulation on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service'.

#### 4.2.6. Gender and Development Project Incentives (GADPRI) Program

The GADPRI Program, approved through the [BOR U-3608, s. 2023](#), intends to motivate PNU stakeholders to engage in GAD-themed research and creative works. A GADPRI Review Committee is created for this purpose.

### 4.3. Welfare

#### 4.3.1. Faculty Holistic Development

The university shall ensure the holistic development of its faculty members across the PNU System through human resource and organizational development policies and programs. These include mental health programs, wellness programs, socio-economic capacity building activities, and others.

#### 4.3.2. Clothing Allowance

The provision on annual clothing allowance is an additional economic aid above and beyond the basic pay of any permanent and probationary faculty member. This is given to full-time faculty, regardless of employment status, provided s/he renders six (6) months of service at the time of payment and should stay another 6 months after payment.

#### 4.3.3. Personal Emergency Relief Allowance (PERA)

All faculty members, permanent or probationary, are entitled monthly to receive PERA which amounts to two thousand pesos (P2,000.00) each.

#### 4.3.4. Mid-Year and Year-end Bonuses and Cash Gift

Budget Circular 2017-2 dated May 8, 2017 provides for an annual mid-year and year-end bonuses equivalent to one-month basic salary and a cash gift of five thousand pesos (P5,000.00) to all government officials and employees who have rendered at least four months of service with pay within a year.

#### 4.3.5. Performance-Based Bonus (PBB)

Through the grant of performance-based bonus (PBB), the state provide for a simplified but integrated scheme of rewarding exemplary performance in the government subject to the

guidelines set by the Inter-agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems.

#### 4.3.6. Collective Negotiation Agreement (CNA) Benefits

Collective Negotiation Agreement (CNA) refers to “the negotiated contract between an accredited employees’ organization representing a negotiating unit and the employer/management concerning terms and conditions of employment and improvements thereof that are not fixed by law” (IRR of Executive Order No. 180). The PNU Faculty Union is the sole and exclusive negotiating representative of the rank-and-file faculty members of PNU in any negotiation with the management on terms and conditions of employment not fixed by law. Through the CNA, both the University and the PNU Faculty Union seek to promote a working environment that is conducive to a harmonious relationship between them, enhances the faculty’s welfare and productivity, and contributes to effective and efficient public service.

In the existing CNA (dated March 8, 2021) between the two parties, the following may be enjoyed by the union members:

1. Economic Benefit (CNA Art. VI, Sec. 32-37)
  - a. CNA Incentive Bonus
  - b. Retirement Program
  - c. Cultural and Athletic Support
  - d. Support to Faculty on Flexible Learning Program
  - e. Emergency Relief Support
  - f. Outright Acceptance to the Institute of Teaching and Learning of Faculty Dependents
2. Other Privileges (CNA Art. VII, Sec. 38-45)
  - a. Legal Assistance
  - b. Early Retirement Program
  - c. Seniors and PWD Special Privileges
  - d. Assistance in the release of retirement pay benefits
  - e. Accident Insurance for faculty handling internship courses and implementing extension services
  - f. Transient Hostel Accommodation
  - g. Vehicle Use

- h. PNU Provident Fund
3. Welfare and Development Programs (CNA Art. VIII, Sec. 46-52)
- a. Annual Medical, Dental, and Physical Examination
  - b. Safety and Sanitation
  - c. Wellness, Physical, and Social Programs
  - d. Faculty Recreation and Wellness Hall
  - e. Provision for review of policies
  - f. Provision for a flexible schedule
  - g. Provision for funding continuing professional education activities

Renegotiations between parties happen not later than sixty (60) calendar days prior to the expiration of the CNA to negotiate a new agreement to govern the parties.



# V. Honors and Recognition

## 5.1. PNU Outstanding Teacher

The Search for PNU Outstanding Teacher is part of the university's effort and commitment to give special and full recognition to university teachers who genuinely show and consistently demonstrate a profound devotion to the development and training of pre-service teachers through exemplary teaching competence, distinguished work ethics and values, and effective educational leadership. In particular, the Search confers honor to university teachers who have made significant contribution to the promotion of human development via quality teacher education, more specifically through quality curriculum and instruction, research, production and community linkages and extension services truly worthy of emulation and thus, serving as role models in the teaching profession (see [UM no. 172, s. 2014](#)).

### Guidelines

1. There shall be two phases or levels of the search: a) the Unit (Faculty/Institute/Campus) level and b) the University level.
2. One Outstanding Teacher shall be selected in each of the Units in the university, including the four campuses: PNU South Luzon, PNU North Luzon, PNU Visayas, and PNU Mindanao.
3. A search committee shall be created for the Unit to take care of all the requirements and proceedings in the screening and selection of the Unit Outstanding Teacher; likewise, a University Search Committee shall be created for the university level search.
4. The Unit Search Committee shall be composed of, but not limited to the following: College Dean and/or the Associate Dean, Senior Faculty Representative, Senior Student Representative, and one or two representatives from other stakeholders of the Unit. The University Search Committee shall be composed of, but not limited to the following: the four vice presidents, Faculty Regent, Student Regent, and if at all possible, one representative from the other stakeholders of the university. The Committee elects a Chair for each year.
5. General Requirements: Nominees for the Faculty/Institute/Campus search must:
  - a. be a Filipino citizen, and have been actively teaching for the last five years (inclusive of leaves not exceeding three years, provided the nominee is not on leave and is actually teaching at the time of nomination. However, the nominee must not have incurred a leave for more than two years immediately prior to nomination.
  - b. have average performance ratings of at least Very Satisfactory for the last three (3) years, with no rating below Satisfactory. For those who have been on official/study leave or on secondment, performance ratings for three (3) years closest to the period of nomination should be provided.
  - c. have at least a Master's degree (MA, MAEd or MS).

## 5.2. Professorial Chair Awards

Professorial Chair is a term used to designate a position of prestige, usually in recognition of achievement in an educational endeavor award. The Professorial Chair Awards encourage the pursuit of excellence by recognizing outstanding achievement in teaching, research, management and service, and the arts. A stipend, honoraria, research funds or other forms of emolument usually accompany the award.

The [Professorial Chair Awards](#) include, but not limited to, the following:

1. Alice Hollister-Marquardt Memorial Professorial Chair in English
2. Jack C. Richards Distinguished Professorial Chair in Language Education
3. Venancio L. Mendiola Professorial Chair
4. Bonifacio P. Sibayan Professorial Chair
5. Genoveva Edroza Matute Professorial Chair in Filipino

### Guidelines

1. The Selection Committee shall be composed of the following:
  - Chair: Vice President for Academics
  - Members: Vice President for Research, Extension and Quality Assurance
  - Vice President for Finance and Administration
  - Dean of the College where Chair is available
  - Additional member(s) as stipulated by the donor of the chair
2. If any of the members listed in the selection committee is a possible nominee, a member chosen by the remaining members of the Committee shall be replaced.
3. In addition to having achieved distinction in an academic field, as stipulated above, and unless otherwise stipulated in the terms of the award by the donor of the chair, a recipient of the professorial chair award should possess these qualities:
  - a. Independence of mind
  - b. Originality and creativity
  - c. Ability to communicate his ideas in speaking and writing; and
  - d. Qualities specified by the donor

4. A recipient of the award must have an academic rank of not lower than Assistant Professor and/or must occupy an administrative position at the time of the award.
5. A chair holder must be willing to share his/her expertise through lecture, seminar-workshops, research publications, exhibits, or similar activities specified in the terms or as determined by the Selection Committee.

### 5.3. Emeritus Award

The title Emeritus Award is given to a faculty member or administrator who holds the rank of Full Professor, in recognition of exceptional competence in his/her field of specialization, upon the time of their retirement.

1. The candidate for the Emeritus title should:
  - a. Have served at least 25 years in the field of education, fifteen of which should have been spent at the University;
  - b. Be on full-time service at the University at the time of retirement; and
  - c. Holds the rank of at least Full Professor.
2. The Emeritus Award Committee is composed of the following:
 

Chair: Vice President for Academics

Members: College Deans

Faculty Association President
3. The Committee has no power to award the title. It only studies the papers of those who have retired and who qualify for the award and makes appropriate recommendations to the Board of Regents, through the President.
4. Basic Guidelines of the Selection Process:
  - a. The University Board of Regents, upon the recommendation of the President, awards the title of Emeritus.
  - b. The Emeritus Awards Committee assists the President in screening the candidates.
  - c. A retiree's candidacy for the title is initiated by nomination, either by the President, the Vice-President for Academics, a Dean or the Faculty Association through its President.
5. The Emeritus Award Committee processes candidacies for the title. No interview should be required. The candidates' qualifications including his/her curriculum vitae and other evidences of achievements should be presented as basis for scoring. All proceedings of the committee shall be held in strict confidentiality.

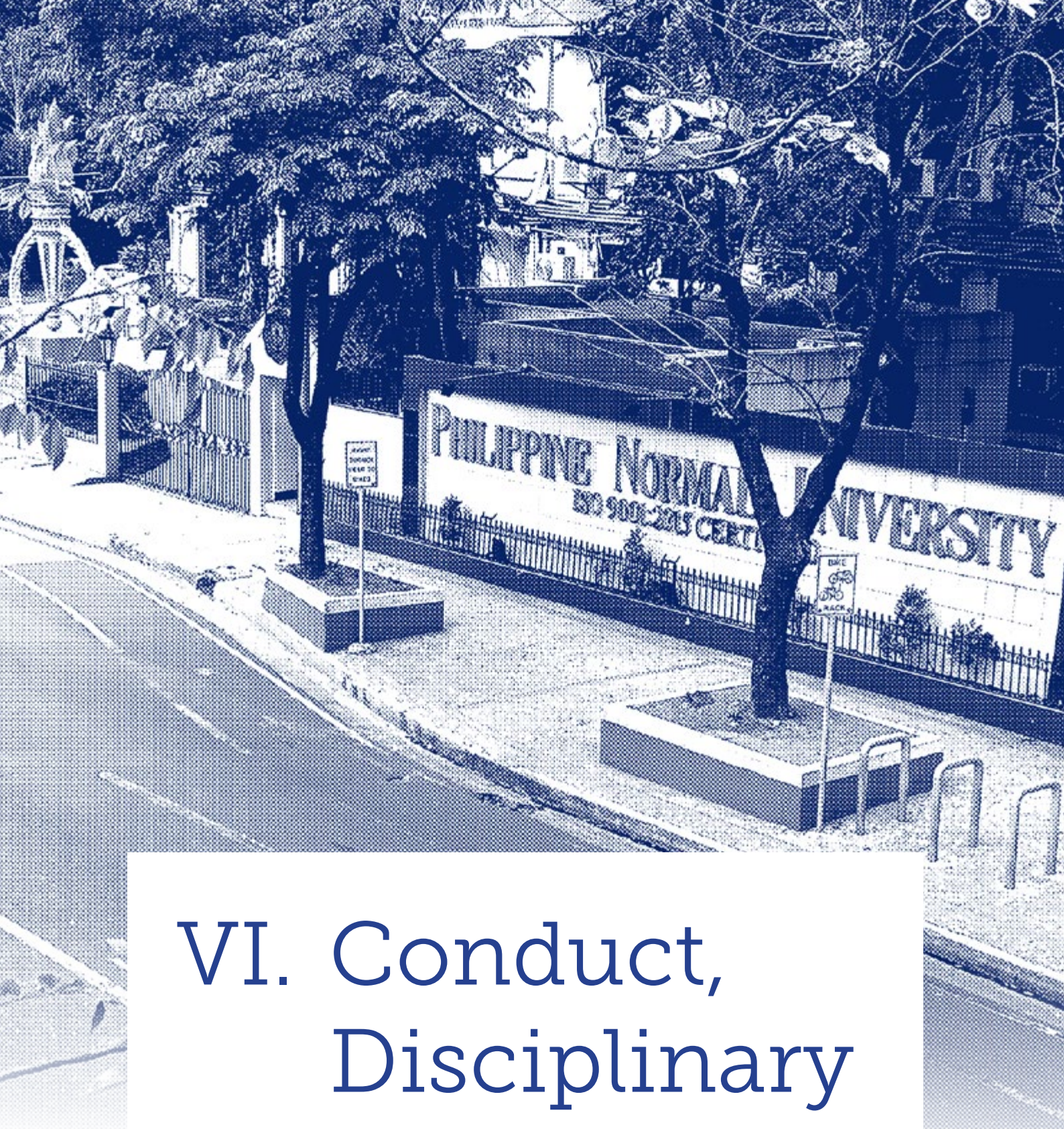
## 5.4. Loyalty Award

The University recognizes the continuous and satisfactory service rendered by its officials, faculty and staff. Thus, the Loyalty Award is granted to faculty members who have served the University for 10, 15, 20, 25, 30, 35, and 40 years, in accordance to the guidelines set by the Civil Service Commission (CSC MC No. 6, s. 2002).

The awardee shall receive a loyalty memorabilia/souvenir as listed below or other memorabilia/souvenir as may be provided in the PNU PRAISE.

<b>No. of Years</b>	<b>Memorabilia/Souvenir</b>
10 and 15 years	Bronze service pin
20 and 25 years	Silver service ring
30, 35 and 40 years	Gold service medallion

In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than Php 500.00 but not more than Php 1,000.00 for every year of service shall be given to qualified officials or employees.



## VI. Conduct, Disciplinary Action, and Grievance

The Philippine Normal University adheres to the principles of truth, excellence, and service. It is expected that faculty members perform excellence and full commitment to teaching, research, extension, and production activities guided by the PNU principles.

## 6.1. Ethical Standards for Faculty

The PNU faculty members are guided by the Code of Ethics of the PNU Faculty (see Appendix B), which is patterned after the provisions of the Code of Ethics for Professional Teachers (Professional Regulation Commission Resolution No. 435, s. 1998). The University, through the Code of Ethics, puts out that the PNU faculty is an academic professional who possesses dignity and reputation with high moral values and professional competence. The Code of Ethics covers all full-time and part-time faculty members of the PNU Community.

## 6.2. Submission of Mandatory Requirements

As mentioned under the general responsibilities in this Manual, faculty members are expected to submit on time mandatory requirements such as report on loads (ROL), grades, daily time record (DTR), Statement of Assets, Liabilities and Net Worth (SALN), Individual Performance Commitment Review (IPCR), among others.

1. **DTR** – The DTR must be submitted to the human resources office every 4<sup>th</sup> day of the month. In case the deadline falls on a weekend or holiday, submission shall be adjusted to the following working day. Failure to do so will compel the PNU Management to withhold payment of until this requirement is complied with accordingly. ([UM No. 30, s. 2018](#); [UM No. 204, s. 2022](#))
2. **ROL** – The ROL must be submitted on or before the 4<sup>th</sup> week after the Term classes begin. Since the ROL is the document that determines the approved official hours of faculty members, a daily time record (DTR) without the approved ROL is not valid and will not be accepted. ([UM No. 30, s. 2018](#); [UM No. 204, s. 2022](#))
3. **Grades** – Failure to submit grades on time may affect the signing of clearance of the faculty member. The signed clearance form is required for the grant of one's PVP.
4. **SALN** – The SALN is submitted yearly through the university using the appropriate form. The submission of a SALN is required by law under Article XI Section 17 of the 1987 Constitution and Section 8 of Republic Act No. 6713 or the "Code of Conduct and Ethical Standards for Public Officials and Employees." Failure to submit the SALN is punishable under Section 52 (B) (8), Rule VI of the Uniform Rules on Administrative Cases in the Civil Service with the following penalties:
  - a. First offense – Suspension for one month and one day up to six months
  - b. Second offense – Dismissal from service ([UM No. 21, s. 2023](#))
5. **IPCR** – The IPCR is part of the university Strategic Performance Management System (SPMS). The faculty member prepares the IPCR based on the approved OPCR during the

last quarter of the preceding performance period/year. The IPCR is rated based on the accomplishments provided for each performance target. Non-submission of IPCR within the specified dates shall be ground for:

- a. Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.
- c. Failure on the part of the Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.
- d. Non-submission of agency SPMS to the Civil Service Commission for review/ approval shall be a ground for disapproval of promotional appointments issued by concerned agency heads.

(UM No. 92, s. 2015; 2020 Revised PNU Strategic Performance Management System)

### 6.3. Permission to Study

Faculty members shall have the privilege of enrolling in the University and in other institutions in no more than 6 units per trimester in courses that shall be beneficial to their regular work in the University, subject to the approval of the president. Permission to enroll in more than 6 units may be granted depending on the individual merits of each case.

Permission may be granted, only when, considering the teaching load of the faculty member, the nature and scope of the course s/he intends to take and the time the course requires, such study will not impair his/her efficiency as a member of the faculty.

Once granted, the faculty member should reflect the study in the ROL which must be outside official time.

Those who are enrolled in a university without permission may be dismissed from service after due process.

### 6.4. Permission to Teach Outside the University

A regular full-time faculty member may accept part-time employment during the academic year in another institution provided there is written approval by the University President, upon the recommendation of the immediate head and the Vice President for Academics. Those who are working in other institutions without permission may be dismissed from service after due process.

## 6.5. Outside Professional Activities

All faculty members are expected to belong to and participate in the affairs of professional organizations, educational associations, and research societies in their respective fields. They may engage in remunerative activities provided proper approval is secured and such activities are not in conflict with the interests of the University. If there is conflict between the University and the faculty's outside activities, the faculty is duty-bound to choose the interest of the University.

### Participation in Conferences, Training, and Professional Activities

The university, subject to availability of funds, may authorize and fund the faculty's paper presentation, attendance to conferences, and participation in training, academic, and professional activities.

The number of accepted engagements outside PNU should not exceed 20% of the total number of days in a term. Additional days may be allowed subject to the evaluation and approval of the University President, upon the recommendation of the Vice President for Academics. This is to ensure that participation in such activities will not greatly reduce the faculty member's contact time with the students and participation in University activities.

(Refer to [EO No. 77](#), or the 'Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel,' for guidelines related to travels related to participation in professional activities.)

### Engagement in External Professional Services

Faculty members may serve as consultant, reviewer, researcher, writer, resource person, etc. However, such consultation or other remunerative occupation outside the University should not be undertaken within the faculty's official time unless a written approval from the President is obtained. Remunerative activities cannot be allowed if such will prevent the faculty from involving in institutional activities.

1. **Professional Consultancy.** This involves a faculty contracting, through the university, to provide professional advice and technical expertise for financial remuneration either to the individual or to the university. Consultancy does not include non-payment of work undertaken as part of community service activities.

Professional consultancy services may be contracted directly by local/national agencies for projects within the Philippines and international agencies for projects outside the Philippines.

2. **Personal/Individual Consultancy.** This is any form of consultancy where the faculty's action is totally independent of the university work. Any consultancy project subcontracted by UN or other government agencies to local consultancy firms and subcontracted privately by a consultancy firm to a faculty may be allowed, provided that the duration

of the consultancy project does not exceed one year and, if the consultancy work is conducted within the school year, a faculty member needs approval of the BOR and should file a leave without pay during such period.

A faculty who wishes to engage in approved outside work with pay must enter into a signed agreement between the faculty and the university on how the consultancy work may be conducted. No payment of salaries shall be made during the period of his/her absence from the service.

3. **Other Forms of External Professional Services.** A faculty may accept an invitation for an outside assignment service as resource person, judge, lecturer, facilitator in seminar workshops, accreditor, guest editor or writer, LET reviewer, and the like with the university's permission if they are carrying the name of the institution.

The number of accepted engagements and invitations outside PNU should not exceed 20% of the total number of days in a term. This is to ensure that participation in such will not greatly reduce the faculty member's contact time with the students and participation in University activities.

## Engagement in Business

Faculty members may engage in business subject to existing laws governing civil servants.

## 6.6. Conflict of Interest

The best interest of the university and the state is paramount. Faculty members shall in no case be involved in activities where personal interest and the university's goals to promote public good intersect. Conflict of interest arises in the following situations:

1. Business and other forms of commercial interest of the faculty and staff are more important than the goals of the university;
2. Research and extension activities for personal gains that overlap with the university's vision, mission and goals;
3. Receiving of gifts and other forms of relating with students that will affect the quality of output of students;
4. Activities that will affect the assets of the university both tangible and intangible (i.e. patents, copyright, prestige, and others); and
5. Activities that are in conflict with the interest of students and other stakeholders.

## 6.7. Non-Discrimination

Every member of the academe must observe ethical principles which are non-discriminatory and against harassment on the bases of race, ethnicity, gender, sex, belief systems, creed, religion, citizenship, marital status, age, disability, sexual orientation, or any other status protected by Philippine laws and international laws where the Philippines is a signatory.

## 6.8. Safe Spaces and Sexual Harassment

The University prioritizes the safety and well-being of its employees, including the faculty members, by fostering a secure work environment. In adherence to national legislation governing safe spaces (R.A. 11313) and sexual harassment (R.A. 7877), PNU upholds a steadfast commitment to safeguarding its employees from any form of sexual misconduct within the workplace.

Sexual harassment, as defined by the Anti-Sexual Harassment Act of 1995, is “an act, or a series of acts, involving any sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of sexual nature, committed by an employee or an official in the work-, training- or education-related environment of this person complained of.”

The University follows [CHED Memorandum Order No. 1, s. 2015](#) or the ‘Policies and Guidelines on Gender and Development in the CHED and HEIs’ in handling sexual harassment and other related sexual offenses. Specific provisions and guidelines of the university on this matter may be referred to the GAD Codes.

## 6.9. Zero Tolerance Policy

PNU, pursuant to R.A. 7877 and R.A. 11313, employs a zero tolerance policy on sexual harassment. The University also commits to provide safe spaces to all learners and employees. PNU shall work to prevent and promptly investigate any inappropriate behavior, decide corrective actions, up to and including formal discipline, even if the acts are not so serious as to be unlawful. It shall maintain a gender-sensitive and gender-responsive learning environment that is free of discrimination, hostility and intimidation.

## 6.10. Consensual Sexual Relations and Engagements with Students

The faculty, students, and staff are important human capital in the university. They are in the university to develop and create new forms of knowledge through the teaching practice, research and extension activities. While pursuing these goals with the students and staff, good working relationships are necessary. Hence, the faculty members are prohibited from establishing consensual sexual relations and engagements with students.

## 6.11. Sexual Exploitation and Cybersex

As role models of moral ascendancy, faculty members should not be involved in any of the following schemes as defined by the Anti-Trafficking in Persons Act of 2003 (R.A. 9208), the Expanded Anti-Trafficking in Persons Act of 2012 (R.A. 10364), and the Cybercrime Prevention Act of 2012 (R.A. 10175):

- a. **Sexual Exploitation** - refers to a participation by a person in prostitution, pornography or the production of pornography, in exchange for money, profit or any other consideration or where the participation is caused or facilitated by any means of intimidation or threat, use of force or other forms of coercion, abduction, fraud, deception, debt bondage, abuse of power or of position or of legal process, taking advantage of the vulnerability of the person, or giving or receiving of payments or benefits to achieve the consent of a person having control over another person or in sexual intercourse or lascivious conduct caused or facilitated by any means.
- b. **Cybersex** - the willful engagement, maintenance, control or operation, directly or indirectly, of any lascivious sexual exhibition of sexual organs or sexual activity, with the aid of a computer system, for favor or consideration.

## 6.12. Offenses

PNU as one of the agencies of the government shall follow the provisions of the [2017 CSC Revised Rules on Administrative Cases in the Civil Service \(RACCS\)](#). Rule 10 of RACCS classifies administrative offenses with corresponding penalties into grave, less grave or light, depending on their gravity or depravity and effects on the government service.

### Grave Offenses

- A. The following grave offenses and shall be punishable by *dismissal* from the service:
  1. Serious dishonesty;
  2. Gross neglect of duty;
  3. Grave misconduct;
  4. Being notoriously undesirable;
  5. Conviction of a crime involving moral turpitude;
  6. Falsification of official document;
  7. Physical or mental incapacity or disability due to immoral or vicious habits;
  8. Receiving for personal use of a fee, gift or other valuable thing in the course of official duties or in connection therewith when such fee, gift or other valuable thing is given

by any person in the hope or expectation of receiving a favor or better treatment than that accorded to other persons, or committing acts punishable under the anti-graft laws;

9. Contracting loans of money or other property from persons with whom the office of the employee has business relations;
  10. Soliciting or accepting directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value which in the course of his/her official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of his/her office. The propriety or impropriety of the foregoing shall be determined by its value, kinship, or relationship between giver and receiver and the motivation. A thing of monetary value is one which is evidently or manifestly excessive by its very nature;
  11. Nepotism; and
  12. Disloyalty to the Republic of the Philippines and to the Filipino people.
- B. The following grave offenses shall be punishable by *suspension of six (6) months and one (1) day to one (1) year for the first offense and dismissal from the service for the second offense*:
1. Less serious dishonesty;
  2. Oppression;
  3. Disgraceful and immoral conduct;
  4. Inefficiency and incompetence in the performance of official duties;
  5. Frequent unauthorized absences (habitual absenteeism);
  6. Habitual tardiness in reporting for duty causing prejudice to the operations of the office;
  7. Loafing from duty during regular office hours;
  8. Refusal to perform official duty;
  9. Gross Insubordination;
  10. Conduct prejudicial to the best interest of the service;
  11. Directly or indirectly having financial and material interest in any transaction requiring the approval of his/her office. Financial and material interest is defined as pecuniary or proprietary interest by which a person will gain or lose something;

12. Owning, controlling, managing or accepting employment as officer, employee, consultant, counsel, broker, agent, trustee, or nominee in any private enterprise regulated, supervised or licensed by his/her office, unless expressly allowed by law;
  13. Disclosing or misusing confidential or classified information officially known to him/her by reason of his/her office and not made available to the public, to further his/her private interests or give undue advantage to anyone, or to prejudice the public interest;
  14. Obtaining or using any statement filed under the Code of Conduct and Ethical Standards for Public Officials and Employees for any purpose contrary to morals or public policy or any commercial purpose other than by news and communications media for dissemination to the general public; and
  15. Recommending any person to any position in a private enterprise which has a regular or Pending official transaction with his/her office, unless such recommendation or referral is mandated by (1) law, or (2) international agreements, commitment and obligation, or (3) as part of the function of one's office.
- C. The grave offense of *Inefficiency* and *Incompetence* in the performance of official duties is punishable by *demotion*. In this case, the guilty person shall be appointed to the next lower position to which s/he is qualified in the plantilla of the agency. In case there is no such next lower position available, s/he shall suffer diminution in salary corresponding to the next lower salary grade.

## Less Grave Offenses

- A. The following less grave offenses are punishable by *suspension of one (1) month and one (1) day to six (6) months for the first offense*; and *dismissal from the service for the second offense*:
1. Simple neglect of duty;
  2. Simple misconduct;
  3. Discourtesy in the course of official duties;
  4. Violation of existing Civil Service Law and rules of serious nature;
  5. Insubordination;
  6. Habitual drunkenness;
  7. Unfair discrimination in rendering public service due to party affiliation or preference;
  8. Failure to file sworn statements of assets, liabilities and net worth, and disclosure of business interest and financial connections including those of their spouses and unmarried children under eighteen (18) years of age living in their households;

9. Failure to resign from his/her position in the private business enterprise within thirty (30) days from assumption of public office when conflict of interest arises, and/or failure to divest himself/herself of his/her shareholdings or interest in private business enterprise within sixty (60) days from assumption of public office when conflict of interest arises; Provided, however, that for those who are already in the service and conflict of interest arises, the official or employee must either resign or divest himself/herself of said interest within the periods hereinabove provided, reckoned from the date when the conflict of interest had arisen; and
  10. Engaging directly or indirectly in partisan political activities by one holding non-political office.
- B. The less grave offense of *Simple Dishonesty* is punishable by suspension of *one (1) month and one (1) day to six (6) months for the first offense; six (6) months and one (1) day to one (1) year for the second offense; and dismissal for the third offense.*

### Light Offenses

- A. The following light offenses are punishable by *reprimand for the first offense; suspension of one (1) to thirty (30) days for the second offense; and dismissal from the service for the third offense:*
1. Simple discourtesy in the course of official duties;
  2. Improper or unauthorized solicitation of contributions from subordinate employees and by teachers or school officials from school children;
  3. Violation of reasonable office rules and regulations;
  4. Habitual tardiness;
  5. Gambling prohibited by law;
  6. Refusal to render overtime service;
  7. Disgraceful, immoral or dishonest conduct prior to entering the service;
  8. Borrowing money by superior officers from subordinates;
  9. Willful failure to pay just debts or willful failure to pay taxes due to the government;
  10. The term "just debts" shall apply only to:
    - a. Claims adjudicated by a court of law, or
    - b. Claims the existence and justness of which are admitted by the debtor.
  11. Lobbying for personal interest or gain in legislative halls and offices without authority;

12. Promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes and even in the latter cases, if there is no prior authority;
13. Failure to act promptly on letters and request within fifteen (15) working days from receipt, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standard for Public Officials and Employees;
14. Failure to process documents and complete action on documents and papers within a reasonable time from preparation thereof, except as otherwise provided in the rules implementing the Code of Conduct and Ethical Standards for Public Officials and Employees;
15. Failure to attend to anyone who wants to avail himself/herself of the services of the office or act promptly and expeditiously on public transactions;
16. Engaging in private practice of his/her profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict with his/her official functions; and
17. Pursuit of private business, vocation or profession without the permission required by Civil Service rules and regulations.

The administrative procedure on formal charges including appeals shall be based on the 2017 CSC RACCS.

## 6.13. Grievance

Every faculty member has the right to seek redress against injustice and discrimination and, may raise one's grievance following acceptable legal procedures. In so doing, they shall avoid jeopardizing the interest and welfare of the learners whose right to learn must be respected. No member of the faculty shall be suspended or removed from service except for cause laid after an investigation.

The Grievance Machinery (GM) in the university is established to promote harmony in the workplace, and foster the productivity of each faculty member. The GM is in accordance with the CSC MC No. 2, s. 2001 or the 'Revised Policies on the Settlement of Grievances in the Public Sector'. (The specific provisions of the GM may be referred to the [PNU Administrative Manual](#).)

# System of Amendment and Revision

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Within every administration of the University, the PNU Faculty Manual shall be reviewed by the Executive Committee, a technical working group/task force, Academic Council and the Administrative Council.

Only when necessary, the Manual is updated or revised.

The Manual is updated only when a small portion needs modification based on changes in internal or external policies. As such, an addendum may be issued.

The Manual is revised if a significant portion is considered outdated and/or needs University-wide consultations.

Any modification shall be approved by the Board of Regents.

# Task Force Faculty Manual

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Created through the PNU Special Order No. 80, s. 2022

**Chair** : Dr. Jennie V. Jocson, Vice President for Academics

**Members** : Dr. Ruth A. Alido, Dean, CTD

Dr. Marilyn U. Balagtas, Dean, CGSTER

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Dr. Cromwell L. Valeriano, University Registrar

Dr. Krizna Rei M. Palces, Director, UCGD

Mr. Ronnie B. Pagal, Director, FMS

Dr. Andrew Rey Peña, President, PNU Faculty Union

Mr. Joseph Luceño, OIC Director, CDO

Dr. Janir T. Datukan, University and Board Secretary

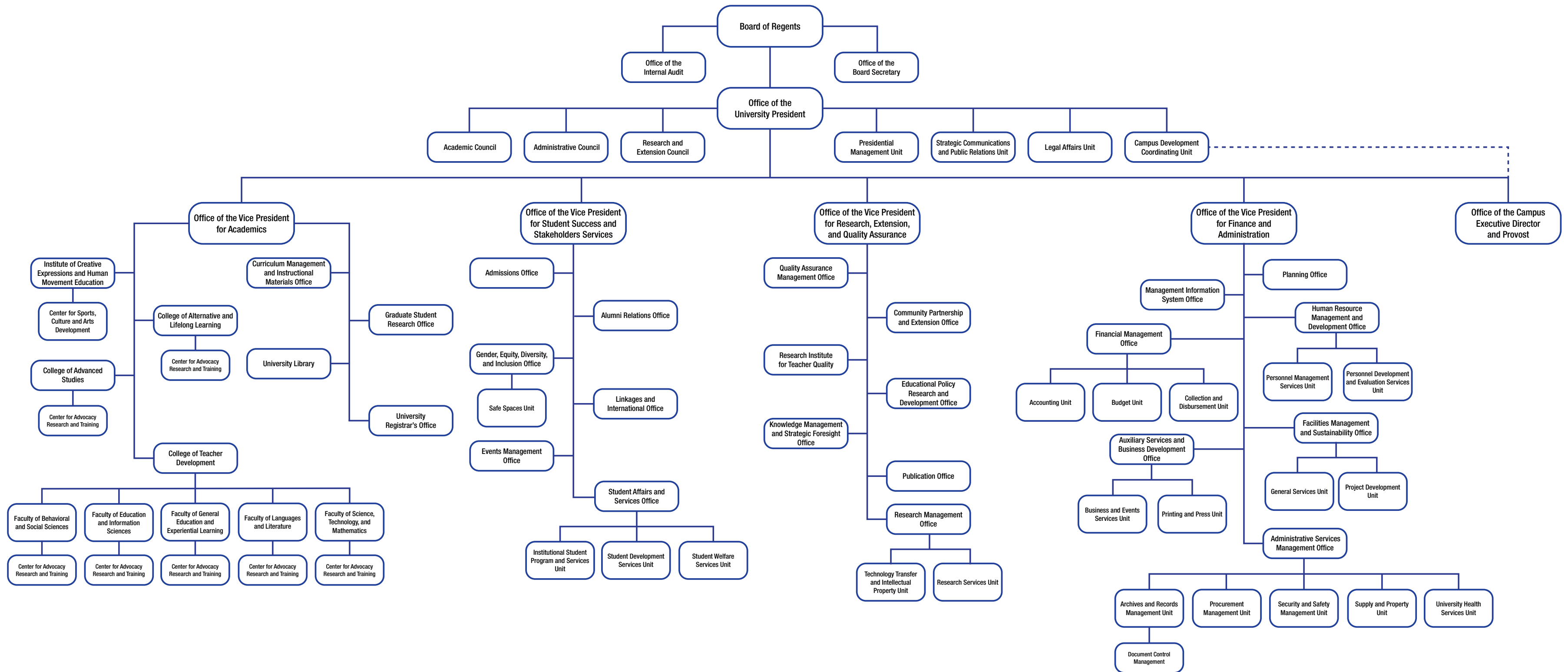
Ms. Ma. Rouella N. Lagunzad, Administrative Staff, OVPA



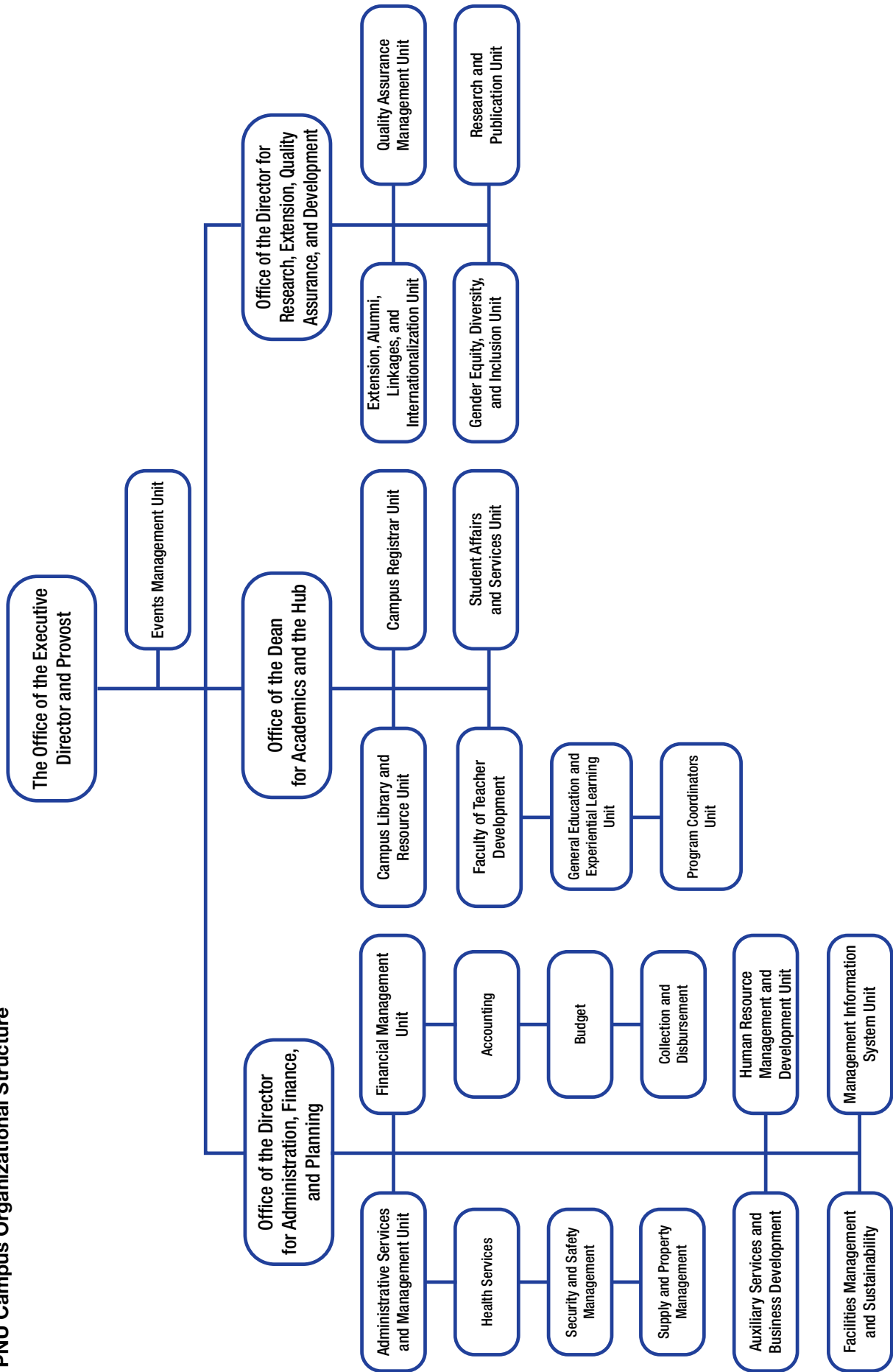
Appendices

## Appendix A. PNU Organizational Structure (OS)

Based on the [2023 PNU Organizational Structure](#) (issued through UM No. 243 s. 2023)



**PNU Campus Organizational Structure**



## Appendix B. Code of Ethics of the PNU Faculty

### Introduction

The Code of Ethics of the PNU Faculty is guided by the philosophy of “Education for Personal Renewal and Social Transformation.” The PNU faculty is an academic professional who possesses dignity and reputation with high moral values and professional competence. In the practice of their noble profession, they strictly adhere to, observe, and practice this set of ethical and moral principles, standards and values.

#### **Section 1: Scope and Limitation**

The Philippine Constitution provides that all educational institutions shall offer quality education for all Filipino citizens, a vision that requires professionally competent faculty committed to its realization. The University, therefore, patterns its Code of Ethics for Faculty on the provisions of the Code of Ethics for Professional Faculty, Resolution No. 435, Series of 1997.

This Code of Ethics covers all full-time and part-time faculty members of the PNU community. The term “FACULTY” shall include teaching and non-teaching academic personnel and all other persons performing supervisory and/or administrative functions in school doing academic functions and related services, whether on full-time or part-time basis.

#### **Section 2: The Faculty and the PNU**

1. The PNU faculty shall look at teaching as both VOCATION and PROFESSION: noble, important and of great responsibility.
2. The PNU faculty shall remember that talents and competencies are gifts to be shared with others.
3. The PNU faculty shall strive for professional growth by keeping abreast of latest information and knowledge in one’s specific field of teaching, by being open to new ideas on what and how to teach, and by learning from criticism of superiors, peers and students.
4. Every PNU faculty or school official shall actively help carry out the declared vision-mission and policies of the university, and commit to personally appropriate and contribute to the fulfillment.
5. Every faculty shall possess and actualize full commitment and devotion to duty.
6. The PNU faculty shall neither engage in the promotion of any political or other partisan interest, nor directly, or indirectly, solicit, require, collect or receive any money, service, other valuable material from any person or entity for such purpose.
7. The PNU faculty shall not use his position or official authority of influence to coerce any other person to follow any political action.
8. Every PNU faculty shall enjoy academic freedom and shall have the privilege of sharing the product of his/her researches and investigations.

### **Section 3: The PNU Faculty and the Community**

1. The PNU faculty is a facilitator of learning and of the development of the youth; s/he shall therefore, render the best service by providing an environment conducive to such learning and growth. The PNU faculty shall promote friendly relations between the school and the community.
2. Whenever given the opportunity, s/he shall actively participate in community movements for moral, social, educational, economic and civic betterment.
3. S/he is looked upon as an example/model for the youth and as such shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness and other excesses, much less illicit relations.
4. S/he shall help the school keep the people in the community, and shall, therefore, study and understand local customs and traditions in order to have a sympathetic attitude, therefore, refrain from disparaging the community.
5. S/he is encouraged to welcome every opportunity to participate and extend his/her services, whenever needed, in his/her local community, and to be actively involved in matters affecting the welfare of the people.
6. S/he shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with the people, individually or collectively.

### **Section 4: The Faculty and the Profession**

1. The PNU faculty shall actively help ensure that teaching is the noblest profession, and shall manifest genuine enthusiasm and pride in teaching as a noble calling.
2. S/he shall uphold the highest possible standards of quality education, make the best preparation for the career of teaching, and be at his/her best at all times in the practice of his/ her profession.
3. S/he shall participate in the continuing professional education (CPE) program of the Professional Regulation Commission, and pursue such other studies to improve his/her efficiency, enhance the prestige of the profession, and strengthen his/her competence, virtues, and productivity to be nationally and internationally competitive.
4. S/he shall help, if duly authorized, to seek support for the school, but shall not make improper misrepresentations through personal advertisements and other questionable means.
5. S/he shall use the teaching profession in a manner that makes it a dignified means for earning a decent living.

### **Section 5: The Faculty and the Teaching Community**

1. The PNU faculty shall, at all times, be imbued with the spirit of professional loyalty,

mutual confidence, and faith in one another, self-sacrifice for the common good, and full cooperation with colleagues. When the best interest of the learners, the school, or the profession is at stake in any controversy, the faculty shall support one another.

2. S/he is not entitled to claim credit for work not of her/his own, and shall give due credit for the work of others which she may use.
3. Before leaving his/her position, the PNU faculty shall organize and leave to his/her successor such records and other data as are necessary to carry on the work.
4. S/he shall hold inviolate all confidential information concerning associates and the school, and shall not divulge to anyone documents which have not yet been officially released, or remove records from the files without official permission.
5. It shall be the responsibility for every PNU faculty to seek correctives for what may appear to be unprofessional and unethical conduct of any associate. This may be done only if there is incontrovertible evidence for such conduct.
6. S/he may submit to the proper authorities any justifiable criticism against an associate preferably in writing, without violating any right of the individual concerned.
7. S/he may apply for a vacant position for which she is qualified, provided that respected, the system of selection on the basis of merit and competence, provided further that all qualified candidates are given the opportunity to be considered.

#### **Section 6: The Faculty and Higher Authorities in the University**

1. The PNU faculty shall make it his/her duty to make an honest effort to understand and support the legitimate policies of the school and administration and shall faithfully carry them out.
2. S/he has the right, and under circumstances also the duty, to personally participate in the ongoing improvement of the school using the available channels of participation such as Faculty Club, the University Academic Council, personal dialogue with administrators, etc.
3. S/he shall not make any false accusation or charges against others, including superiors, especially surreptitiously. However, if there are valid charges, s/he should formally present such to competent authorities.
4. S/he shall transact all official business through channels except when special conditions warrant a different procedure, such as when reforms are advocated but are opposed by the immediate superior, in which case the faculty shall appeal directly to the appropriate higher authority.
5. S/he individually or as part of a group, has a right to seek redress against injustice and discrimination and to the extent possible, shall raise his/her grievances within democratic processes. In doing so, s/he shall avoid jeopardizing the interest and the welfare of learners whose right to learn must be respected.

6. S/he has a right to invoke the principle that appointments, promotions, and transfer of faculty are made only on the basis of competence-merit in the interest of the optimum service in pursuing the university mission.
7. S/he who accepts a position assumes a contractual obligation to live up to his/her contract assuming full knowledge of the employment terms and conditions.

### **Section 7: School Officials, Faculty and Other Personnel**

1. School officials shall at all times show professional courtesy, helpfulness and sympathy towards faculty and other personnel, such practices being standards of effective school supervision, dignified administration, responsible leadership and enlightened direction.
2. School officials, faculty, and other school personnel shall consider it their cooperative responsibility to formulate policies or introduce important changes in the system at all levels.
3. School officials shall encourage and attend to the professional growth of all faculty working with them such as recommending them for promotion, giving them due recognition for meritorious performance, and allowing them to participate in conference and training programs.
4. No school official shall dismiss or recommend for dismissal a faculty or other subordinates except for cause.
5. School authorities concerned shall ensure that PNU faculty members are employed in accordance with pertinent employment policies, and that they are duly qualified professional faculty.

### **Section 8: The Faculty and Learners**

1. The PNU faculty have the right and duty to determine the academic marks and the promotion of learners in the subject they handle. Such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint, the faculty concerned shall immediately take appropriate action, observing the process.
2. S/he shall recognize that the interest and welfare of learners are his/her first and foremost concern, and shall handle each learner justly and impartially.
3. Under no circumstance shall a PNU faculty be prejudiced or discriminatory against any learner.
4. S/he shall not accept any favor or gift from learners, their parents or others in their behalf in exchange for requested concessions, even if deserved.
5. S/he shall not accept, directly or indirectly, any remuneration from tutorials other than what is provided per school policy for such service.

6. S/he shall base the evaluation of the learner's work on merit and quality of academic performance.
7. Amorous relations between faculty and students are vehemently discouraged. In situations where such develops between faculty and learner, the PNU faculty shall exercise utmost professional discretion to avoid scandal, gossip, and preferential treatment of the learner.
8. The PNU faculty shall not inflict corporal punishment on offending learners nor make deductions from their scholastic ratings as a punishment for acts which are clearly not manifestations of poor scholarship.

### **Section 9: The Faculty and Personal Business**

1. The PNU faculty has a right to engage, directly or indirectly, in legitimate income generation, provided that it does not relate to or adversely affect his/her work.
2. She shall maintain a good reputation with respect to financial matters such as in the settlement of his/her just debts, loans and other financial affairs.
3. No PNU faculty shall act, directly or indirectly, as an agent of, or be financially interested in, any commercial venture which furnishes textbooks and other school commodities in the purchase and disposal of which s/he can exercise official influence, except only when her/his assignment is inherently related to such purchase and disposal, provided that such shall be in accordance with existing regulations.

### **Section 10: The Faculty as a Person**

1. The PNU faculty shall live with dignity in all places at all times.
2. S/he shall place a premium upon self-respect and self-discipline as principles of personal behavior in all relationships with others and in all situations.
3. S/he shall maintain at all times a dignified personality that could serve as model worthy of emulation by learners, peers and others.

### **Section 11: The PNU Faculty and the Administration**

4. The PNU faculty's relationship with the administration shall be characterized by cooperation, open communication, professionalism and sense of community.
5. S/he shall take responsibility to be familiar with how the school organization works. Whenever consulted by the administration on matters of school importance, the PNU faculty shall unconditionally contribute one's best ideas, accept assignments, or better, volunteer to serve school committees.
6. S/he shall support and attend, whenever possible, all school functions and activities (e.g., council meetings, commencement exercises, convocations, faculty assemblies, etc.).
7. S/he shall be punctual in submitting required reports (e.g., grades, syllabi, course outlines, etc.).

8. The PNU faculty respects confidentiality of records and information entrusted him/her, even after leaving the school.
9. Results of school-sponsored research projects and any unpublished school information are PNU property. The faculty shall not profit from their use, unless with a formal agreement with the school. Unless otherwise authorized, the PNU faculty shall use school facilities or services for work purposes only.

#### **Section 12: Disciplinary Action**

1. Any violation of any provision of this Code shall be sufficient ground for the imposition against the erring faculty of an appropriate administrative sanction and/or disciplinary action which may be in any of the following forms: written reminder, written reprimand, written warning, disqualification from merit, suspension, or dismissal.
2. Any administrative or disciplinary sanctions shall comply with the requirements of due process of law.

## Appendix C. Procedure for the Recruitment and Appointment of Faculty

The University shall recruit and appoint its faculty in accordance with the following procedures:

1. The need for faculty members as determined by the FSB and approved by the University President may be published by the HRMDO to attract more qualified applicants from local and international communities. The statement of equal employment opportunity principle shall be included in the publication of vacant positions.
2. All applications shall be received by the HRMDO through email [careers@pnu.edu.ph](mailto:careers@pnu.edu.ph) or via courier.
3. The HRMDO shall conduct preliminary evaluation of the qualifications of all applicants as to CSC qualification standards and background investigation of the applicants.
4. Those initially found qualified shall be forwarded to the Dean of the Faculty Unit where the vacancy exists for preliminary assessment.
5. The Associate Dean conducts the following: initial screening (interview), demonstration teaching and endorsement of recommendation to the College Dean.
6. The College Dean endorses the shortlisted applicants to VPA for eventual screening of the applicants by the FSB.
7. The FSB Chair transmits the endorsed applications to HRMDO for checking and completion of the pertinent documents required for FSB screening.
8. The HRMDO through the FEC shall conduct preliminary evaluation of the qualifications of all candidates for determination of faculty rank.
9. The HRMDO Director checks the applications for completeness and refers applicants to the Student Affairs and Services Office (SASO) for psychological testing, or a certificate of psychological testing from a recognized clinic or laboratory, an important requirement of FSB. Subsequently, HRMDO receives the psychological tests and transmits the complete sets of application papers with the results of psychological tests to FSB for schedule of panel interview and evaluation.
10. The HRMDO shall submit the selection line-up to the FSB for its deliberation en banc.
11. The FSB administers panel interview, conducts assessments on the merit and fitness of the applicants, deliberates and gives recommendations to the University President on the hiring of qualified applicants.
12. The FSB transmits the reviewed set of applications to HRMDO which shall prepare the FSB endorsement to the University President.
13. The University President shall assess the merits of the FSB's endorsement and decides whether to approve the recommendations of FSB.

14. The University President endorses to the Board of Regents (BOR) the approval for applicants with Salary Grade 18 and above. Subsequently, HRMDO posts the approved hiring of faculty members.
15. The HRMDO sends a letter to the applicant informing him/her of the approval of his/her application for a teaching position.
16. The HRMDO submits the signed appointment paper to the Civil Service Commission (CSC) within 30 days upon approval. Accordingly, CSC acts on the transmitted appointment paper of a newly-hired faculty member and transmits back to PNU the approved faculty appointment paper.

## Appendix D. Guidelines and Procedure for Hiring Part-Time Faculty

Part-time faculty members must hold at least a Master's Degree. They are obliged to submit a permission to teach from their mother agency or school, if applicable. The regular number of loads of a part-time faculty member is six (6) units. This number may be increased due to exigency of service and if the faculty member meets the following criteria:

- a. Obtains a very satisfactory teaching performance, as determined from the evaluation of students, peers, self, department head, and whenever applicable, the Dean;
- b. Complies reasonably with school regulations and administrative requirements for attendance, punctuality, and deadline for grades, among other factors;
- c. Participates actively in the activities of the department, college, and University;

The maximum teaching load of a part-time faculty member shall be nine (9) units/term. Part-time faculty members should be informed of their tentative teaching loads at least two (2) weeks before the start of classes. If there are changes in the schedule, these shall be communicated to the faculty member concerned at least twenty-four (24) hours before classes start.

Appointments of part-time faculty members begin as soon as they submit a "Permit to Teach" form duly signed by the Head of Office of their station. The "Permit to Teach" is valid for one term only. The Department Head shall recommend renewal of employment after consultation with the Faculty and if the part-time faculty member has passed all the criteria set for evaluating faculty performance.

Part-time faculty members are expected to serve the entire term of their appointment. Any violation of the contract will result in non-renewal of contract.

The University may invite renowned educators to teach part time as invited lecturers. In such case, the University, through the President may waive administrative requirements as a matter of courtesy to invited lecturers.

### Procedures

1. The Requesting Unit/Associate Dean (Requesting Party) writes to the University President via proper channels (i.e. Dean/Institute Director, Vice President for Academics) that they require part-time faculty members.
2. The HRMDS Administrative Officer II receives the approved request for new part-time faculty members.
3. The HMRDS Administrative Officer II and Releasing Clerk notify the applicant of the approval of his/her application for the position of part-time faculty member.
4. In addition, the HRMDS Administrative Officer II requires the new part-time faculty member to submit within one (1) week the government requirements as listed in the checklist.

5. Upon submission of requirements, the HRMDS Receiving Clerk forwards immediately the pertinent documents to FASEC for academic rank evaluation.
6. Subsequently, the HRMDS Administrative Officer II submits to Accounting Unit (AU) the list of new part-time faculty members and requests that their initial salaries should be equivalent to Instructor I rate pending evaluation by FASEC.
7. The HRMDS Administrative Assistant II prepares a Special Order of Appointment. Afterwards, the HRMDS Director signs the SO and eventually the HRMDS Releasing Clerk releases the document to the Office of the University President for signature.
8. The University President checks the completeness of the documents and decides whether to sign the SO or not. If not in order, the documents shall be returned to HRMDS. If in order, the University President shall sign the SO and arrange to forward the documents to HRMDS.
9. The HRMDS notifies the concerned units (i.e. Press and Printing Unit, AU and Management Information System Office) to process the printing of ID, issuance of an ATM (preferably through the Land Bank of the Philippines) and the creation of an email account, respectively, in favor of the hired applicant.
10. The HRMDS Director conducts an orientation for the newly-hired part-time faculty members about the University and office rules. The Requesting Unit/Associate Dean shall be informed also about this orientation ahead of time. Relatively, upon receipt of the faculty rank evaluation, the HRMDS Receiving Clerk notifies AU on salary rates.
11. The UARMU Head instructs his/her staff to issue copies of the approved SO of Appointment to the following:
  - a. Appointee
  - b. HRMDS
  - c. Accounting Unit
  - d. Internal Audit Office
  - e. COA
  - f. Associate Deans/Institute Director
12. The UARMU Staff creates 201 folders for the newly-hired part-time faculty members. The original documents attached to SO of Appointment shall be placed in the 201 folders.

## Appendix E. Procedures for Promotion

### A. Promotion through Filling Up of Vacancies

1. Filling up of vacant positions shall be done on a regular basis whenever a vacancy exists. It shall be open to all qualified faculty members who have not been promoted within a period of two terms after the latest promotion.
2. The HRMDO or a duly authorized representative upon the approval of the University President shall cause the publication and posting of all vacant faculty positions to be filled within the university.
3. The University President will announce to the faculty the guidelines and time table. Submission of the required documents shall be deemed as an application for promotion.
4. The HRMDO, through the FEC, shall evaluate the candidates' credentials or documents using the prescribed evaluation instruments. The HRMDO Director shall present to the Faculty Selection Board (FSB) the qualified faculty candidates per vacant faculty item.

Guided by the CSC-ORA OHRA and PNU policies, the FSB will endorse the faculty it deems best to fill up the vacancy (Instructor to Full Professor ranks) to the University President, accordingly informing each candidate of the results of the evaluation.

5. For faculty members applying to fill vacancies for the Full Professor rank, the FSB will endorse to the University President the names of qualified faculty candidates who must undergo full professor accreditation. The University President shall create an Accreditation Committee which shall include external experts.
6. The report of the Accreditation Committee shall determine the Full Professor sub-rank of the faculty applying for Full Professor rank.
7. The University President shall recommend to the Board of Regents the approval of the appointment of faculty members who will fill the vacant positions/ranks.
8. All promotional appointments, including upgrading/reclassification of positions/ranks, shall be posted in conspicuous places throughout the University to enable aggrieved parties to file their protest within fifteen (15) days from the date of notice of the promotion/upgrading/reclassification.

### B. Promotion through Presidential Discretion

The University President may grant promotions to faculty members for meritorious performance, provided that the aggregate number of sub-ranks involved in all such promotions shall not exceed 15% of the total number of current authorized full-time faculty members annually, provided further that such upward movements shall be limited to the highest sub-rank of the assigned rank. Upward movements to Professor

ranks shall similarly be subject to prior evaluation by the Accreditation Committee, to the requirement for appointment to such ranks, and to the quota system prescribed for Professors. (Chapter 7, DBM Manual on Position Classification and Compensation Scheme)

The comparative degree of competence qualification of a faculty for promotion under Presidential discretion shall be determined by the following criteria:

1. Must have a consistent very satisfactory to outstanding performance ratings for the last five (5) years
2. Must have continuous service in PNU for at least ten (10) years
3. Must not have any administrative or disciplinary offense
4. Must have meritorious achievements relevant to the University's vision and mission. Meritorious achievements are those that are not measured by and DBM- and CHED-approved guidelines.

Meritorious achievements may include any of the following:

- led research work that have strong impact to stakeholders like DepEd, CHED, TESDA, legislators, other agencies in the executive branch, and other relevant agencies. Impact must be backed by evidences.
- contributed in strengthening PNU ties and network with other national and international educational institutions, and relevant agencies.
- Recipient of any international or national awards not given points in any DBM- and CHED- approved guidelines
- Any provision under the discretion of the PNU President.

C. Promotion through any DBM- and CHED-approved Guidelines on Faculty Reclassification

1. Upon notice from DBM, the HRMDO Director will inform the University President that a new promotion cycle is in effect. The University President will announce to the faculty the guidelines and time table.
2. The DBM-CHED guidelines, the ORA OHRA and other pertinent circulars on faculty promotion shall be observed.
3. The HRMDO through FEC shall evaluate the credentials of the faculty concerned based on the approved criteria and instruments.
4. The HRMDO through the FEC shall confer with the faculty the final points as a result of the evaluation conducted by the FEC.
5. The HRMDO through the FEC shall submit to the zonal center for final assessment and printing of the anticipated rank of the faculty.

6. The University President will recommend the approval of the faculty promotion to the Board of Regents.
7. HRMDO will apprise the promoted faculty on the documents to prepare for CSC Appointment.

## Appendix F. Guidelines on Sabbatical Leave

A sabbatical is a privilege that may be granted to a faculty who has demonstrated by publication, teaching, exhibition or performance an above average ability in scholarship, research, or other creative accomplishment.

The guidelines on the application of sabbatical leave is approved through [BOR U-3418, s. 2022](#).

### Eligibility

1. A permanent faculty member with the rank of at least Assistant Professor, has served six (6) years of continuous service, and has at least Very Satisfactory performance rating in the last 2 years, if applicable, is qualified to apply for a sabbatical leave of one full school year.
2. Six (6) years continuous services includes secondment in government institutions either locally or abroad, UN agencies, or other reputable organizations (*e.g. ADB, AusAID, JICA, CIDA, etc.*) provided that the year before the filing of application is spent in the University.
3. The required continuous service for the subsequent leave shall be counted from the date of return.
4. In cases when the sabbatical leave applied for is deferred due to scheduling difficulties, years of continuous service for the next leave shall include the period of deferment.
5. A sabbatical leave for not more than one (1) year with full payment of salary may be granted to a faculty member, if in the judgment of the President and the Board of Regents of the University, the applicant's record as a faculty or a researcher in the University shows reasonable assurance of fulfilling the aforementioned sabbatical leave.
6. No person shall receive a sabbatical leave more than once in seven (7) years.
7. Priority is given to those who have not yet availed of the sabbatical leave. A faculty who has availed of the sabbatical leave may still apply after the return service and after serving another 6 years.
8. The faculty must not be more than 62 years old at the time of the sabbatical leave.
9. In case the faculty has availed of a previous scholarship or grant, he/she must have rendered the required return service for the said scholarship or grant before he/she can be qualified to apply for sabbatical leave.

## Priority Categories

Sabbatical Leave may be used for any or combination of the following:

- To serve as a visiting scholar or fellow in a reputable university here or abroad.
- For travel or benchmarking purposes, for multicultural education and exposure on teaching, doing research, book writing, and the like.
- To do post-doctoral studies in a particular discipline, in any local or foreign universities.
- To do certificate or diploma programs, in any local or foreign universities.
- To conduct research.
- To write/translate a book for PNU in relation to one's field of specialization. In case of publication of outputs of the sabbatical leave, rules and regulations on publication, stipulated in the Intellectual Property code with 40-60% profit sharing between PNU and the author, will be followed.
- To engage in any artistic production such as writing a play, literary works, art production and exhibition and other creative works.
- To develop a patentable product.
- To organize and establish advocacy groups for communities and/or do volunteer works in organization or other advocacy groups.

## Procedures

1. A qualified faculty submits an application for sabbatical leave to the Office of the President through channels, at least one (1) semester before the intended leave. The applicant should submit his/her plan at least one (1) term before the intended have to the Sabbatical Leave Award Committee (SLAC) for approval.
2. The merit of the sabbatical plan will be examined by the Sabbatical Leave Award Committee composed of the following:
  - Vice President for Academic – Chair
  - Vice President for Research, Planning & Quality Assurance – Member
  - Vice President for Finance & Administration – Member
  - Vice President for University Relations & Advancement – Member
3. The Committee's recommendation/decision shall be forwarded to the Office of the President for appropriate action.

4. In case of multiple applicants, the following will be used to determine prioritization:
  - The applicant has exemplary outputs that puts the University in the forefront of being the National Center for Teacher Education
  - The applicant has been in the service longer
  - Equity of grantees across the system
5. Unless a fellow or a visiting scholar in any university or the research to be undertaken requires teaching, a faculty of sabbatical leave should not be engaged in teaching inside or outside of PNU.

## Obligations

1. A faculty member granted a sabbatical leave assumes a professional obligation to return and render service to the University for a period of two (2) full academic years subsequent to his/her leave.
2. Within one (1) month after the completion of the sabbatical leave, the faculty member must file a return of service report with the Office of the President, through channels.
3. The end of sabbatical report should detail the accomplishments of the sabbatical leave especially in terms of benefits accruing to the University and the specific activities proposed in the original sabbatical plan.
4. The faculty member should submit within three (3 months) a full written report of the work done during the sabbatical. This may be in the form of a copy of the research work, writing, project report, or others.
5. All sabbatical leave outputs must be presented in a University Research Forum.

## Number of Awardees

A maximum of five (5) awardees per year can be given the award.



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