

DHVTSU

Code



DON HONORIO VENTURA TECHNOLOGICAL STATE UNIVERSITY
BACOLOR PAMPANGA

2010

PROMULGATION

By virtue of the authority vested in me as President of the Don Honorio Ventura Technological State University, I hereby attest to the approval and ratification of this ***DHVTSU Code 2010 Revision*** and hereby decree that copies of this ***Code*** be furnished in due course to all concerned.

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SUC President III

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CHAPTER 1
GENERAL PROVISIONS

ARTICLE 1. This document shall officially be known as the Code of the Don Honorio Ventura Technological State University or simply, the DHVTSU Code.

ARTICLE 2. DHVTSU of Region III is a public non-sectarian institution of tertiary or higher learning principally supported by state funds. It includes the secondary level used as laboratory school to reinforce instruction in the tertiary level.

ARTICLE 3. DHVTSU is committed to providing advanced instruction, professional training and progressive leadership in education, engineering, computer studies, science and technology, arts and humanities, and other relevant fields of study.

ARTICLE 4. Pursuant to paragraph 2, Section 5 of Article 14 of the Constitution of the Republic of the Philippines, DHVTSU shall enjoy academic freedom and institutional autonomy (Constitution of 1987; Section 11, RA 8292).

ARTICLE 5. The powers and responsibilities of DHVTSU shall be those set forth in R.A. 9832. It shall have the general powers granted to it under the Corporation Code, and such other powers as may further be provided for by the law.

ARTICLE 6. DHVTSU shall adopt the maroon and gold colors as its official colors

ARTICLE 7. The seal of DHVTSU was recorded in the National Registry of Heraldic Items and Devices of the National Historical Institute May 14, 2010 by its Chairman Ambeth R.Ocampo,DPA. The DHVTSU Logo adopts the approved DHVTSU seal as shown below. This was approved by virtue of Board Resolution No. 23, series 2010 dated March 02, 2010.



CHAPTER 2

DECLARATION OF POLICY

ARTICLE 1. Policy Statement

Section 1. DHVTSU shall insure and promote the Constitutional mandate that “all educational institutions shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency” [Article 14, Section 3 (2)]. It shall likewise, institutionalize a management climate conducive to public accountability; that public office is a public trust and public officers and employees shall serve with the highest degree of responsibility, integrity, loyalty and efficiency and shall remain accountable to the people (P.D. 807, Article 6, Section 15).

Section 2. DHVTSU shall aim to attain the following national development goals:

- (a) To achieve and maintain an accelerating rate of economic development and social progress;
- (b) To assure the maximum participation of all the people in the attainment and enjoyment of the benefit of such growth; and
- (c) To achieve and strengthen national unity and consciousness and preserve, develop and promote desirable cultural, moral and spiritual values in a changing world (Education Act. of 1982).

CHAPTER 3

HISTORY, VISION, MISSION, GOALS AND OBJECTIVES

HISTORY OF DHVTSU

The Don Honorio Ventura University of Arts and Trades was formerly known as the “Escuela de Artes y Oficios de Bacolor”. It was founded by Father Juan P. Zita and Don Felino Gil and inaugurated on November 4, 1861 upon the approval of its statutes by Governor General Lemery. Its primary purpose was to train artisans. The school which has a land area of 8.75 hectares was donated by the Suarez sisters of Bacolor. Through the benevolent contribution of several civic-minded Pampagueños and the charitable donation of a house by Fr. Zita, an amount of thirty three thousand eight hundred eighty two pesos (P33,882.00) was accumulated to help defray expenses and maintenance of the school.

During the Spanish regime in 1896, the “Escuela de Artes y Oficios” was made the headquarters of a military organization called the “Voluntarios Locales de Bacolor”. It had also the distinction of having been the Provincial Capitol of Pampanga during the early American occupation in 1901.

In 1905, the school was named Bacolor Trade School. In 1909, it was renamed Pampanga Trade School. The secondary curriculum was offered in 1922 with shop

courses in Ironworking, Woodworking, and Building Construction for boys and Domestic Science for girls. The first batch of graduates received their diplomas in 1926.

By virtue of Republic Act No. 1388, the school was converted into a Regional School of Arts and Trades on July 1, 1956 and was renamed Pampanga School of Arts and Trades. Technical Education courses were offered in October, 1957.

Being the oldest existing vocational school in the Far East, the school celebrated its centennial anniversary on November 4, 1961 under the auspices of the Faculty and Employees Club and the Parents–Teachers Association.

In 1964, by virtue of R.A. 3861 the school was renamed Don Honorio Ventura Memorial School of Arts and Trades in honor of Don Honorio Ventura, a prominent son of Bacolor and a famous statesman and philanthropist. The renaming was signed by then former President Diosdado Macapagal, a protegee of Don Honorio, who sent him to school and became instrumental in his successes especially during his struggling years.

The Teacher Education Curriculum leading to the degree of Bachelor of Science in Industrial Education (B.S.I.E.) was offered in July 1966 with major concentration in Shopwork, Industrial Arts and Mathematics. The first batch of graduates in B.S.I.E. were conferred their degrees in April 1969.

Through the priceless assistance of former Solicitor–General, Minister of Justice and Pampanga Governor Estelito P. Mendoza, the school was converted into a state University on May 5, 1978. This was made possible by virtue of Presidential Decree No. 1373, drafted by Justice Hugo Gutierrez. With its conversion to a state institution, the University added new academic offerings including degree courses in Mechanical and Civil Engineering, Architecture, Education and Technical–Technician post secondary courses. The institution likewise, started offering a graduate program, the Master of Arts in Industrial Education with specialization in Administration and Supervision. Mr. Pascual T. Galura was appointed as the First President of the University from 1978–1981. He was succeeded by Mr. Manuel N. Matic who served from 1981–1985. Upon the

retirement of Mr. Matic, Professor Mariano P. Cadiang was appointed Officer-in-Charge of the University from June 18, 1985 to December 4, 1985. On December 5, 1985, Dr. Ernesto T. Nicdao became the Third President of the University until his retirement on July 12, 2006.

Former University President Ernesto T. Nicdao together with all the members of the academic community initiated a move led by former Pampanga representative, Congresswoman Andrea Domingo who filed a bill in 1993 proposing for the conversion of DHVTSU into a state university to be called as Don Honorio Ventura State University (DHVSU). This move was pursued by former Congressman Oscar S. Rodriguez converting it into Don Honorio Ventura Technological State University (DHVTSU). But it did not materialize because of the various calamities that hit the University.

In 1991, Mt. Pinatubo erupted. The pyroclastic materials deposited on its slopes washed down by rains, in the years following, brought death and destruction. In 1995, Bacolor was completely buried in 15–20 staggering feet deep in lahar avalanche. Bacolor was nearly obliterated from the map. Even though it rendered Bacolor a ghost town, teachers and personnel never abandoned DHVTSU. The flame to serve never stopped. Amidst test, be it human or natural, its strength, excellence and power remained to serve the poor but deserving students in Pampanga and in nearby provinces.

With the support of national and local government organizations and charitable institutions, Dr. Ernesto T. Nicdao continued to plan for the continuous development and progress of DHVTSU.

New curricular programs were offered like the Bachelor's Degree in Elementary and Secondary Education, Industrial Technology, Electrical and Electronics Engineering, Information Technology, two-year computer courses. The Graduate School started to offer Master's Degree in Education Management and Doctor of Education in consortium with the Bulacan State University. On September 2003, BSEd and BSIE were awarded Level II by the Accrediting Agency of Chartered University's and Universities of the

Philippines (AACCUP) while the Civil Engineering Program was awarded Level I. These were initiated during President Nicdao's twenty-year incumbency.

Enrolment increased from 3,394 in 1985 to 6,550 in 2007, an astounding 93% in 22 years which provided an increase in the annual income of the University. Furthermore, an extension campus located at San Juan, Mexico, Pampanga was installed as a satellite school to accommodate the growing number of enrollees in the University.

After more than two decades of distinguished service to the University, Dr. Nicdao retired from the government service. He wished for the continuous growth of DHVTSU under the new leadership. He was confident that his successor would be capable to lead DHVTSU in the coming years, and urged everyone to continue all unfinished projects and create more opportunities to promote higher level education.

Dr. Enrique G. Baking, then Vice President for Administration, Finance and Auxiliary Services succeeded Dr. Nicdao as President and was sworn into office on May 5, 2006 by the Honorable Carlito S. Puno, former Chairman of the Commission on Higher Education (CHED). He assumed the presidency on July 13, 2006.

The never ending support and encouragement of the community, alumni, friends and his family served as inspirations in facing the challenges of leading this institution in a more steadfast direction.

Upon assumption of Dr. Enrique G. Baking to the presidency on July 13, 2006, he initiated the reorganization of DHVTSU administration and directed a review of systems and procedures within the University in order to identify areas where corrective measures are necessary.

To provide students with a broader and stronger general education that will lay the foundation for critical and analytical thinking in all fields of specialization, the Institute of Arts and Sciences was created by virtue of Board Resolution No. 4 s. 2007 dated February 22, 2007. Effective first semester of AY 2007 – 2008, the following additional programs were offered Bachelor of Science in Business Administration with

majors in Marketing and Economics, Bachelor of Science in Entrepreneurship, Bachelor of Science in Fine Arts and two ladderized programs: Bachelor of Science in Industrial Technology and Bachelor of Technical Teacher Education. In the Laboratory Training Department, the Special Math and Science Program was added to the regular Basic Education Curriculum and offered initially in the AY 2007 – 2008.

On December 9, 2009 DHVTSU was elevated into Don Honorio Ventura Technological State University (DHVTSU) by virtue of Republic Act 9832 which was personally signed by President Gloria Macapagal-Arroyo at its Main Campus at Bacolor, Pampanga. This Act which originated in the House of Representative through HB 6319 was sponsored by Third District Congressman Aurelio “Dong” Gonzalez, Jr. and in the Senate through Senate Bill 3306 by Senator Manuel L. Lapid. On March 26, 2010 Dr. Enrique G. Baking was inaugurated as its First University President.

Other Historical Facts about the University:

- 1896 – Used as barracks by native soldiers of the Spanish Army;
- 1897 – Used as ordinance center of the Spanish Army;
- 1901 – Used as the seat of the provincial capital of Pampanga until 1904;
when San Fernando become the capital of the Province;
- 1904 – Used as Municipal Hall of Bacolor;
- 1941 – Occupied by the Japanese Imperial Army; and
- 1945 – Ordnance center of the US Army.

CURRICULAR OFFERINGS:

Post Graduate

Doctor of Education (major in Educational Management)

Graduate

Master of Arts in Industrial Education major in Administration and Supervision

Master of Arts major in Educational Management

Master in Public Administration

Degree Programs

Bachelor of Science in Architecture

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Science

Bachelor of Science in Electronics and Communication Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Fine Arts

Bachelor of Science in Industrial Engineering

Bachelor of Science in Hotel and Restaurant Management

Bachelor of Science in Information Management

Bachelor of Science in Information Technology

Bachelor of Science in Mechanical Engineering

Bachelor of Elementary Education

Bachelor of Science in Secondary Education

Major: Mathematics

MAPHE

Technology & Livelihood Education

Ladderized Bachelor of Technical Teacher Education

Major: Automotive Technology

Garments & Fashion Design

Civil Technology

Graphics Technology

Consumer Electronics Technology

Home Technology

Cosmetology

Industrial Arts

Electrical Technology

Mechanical Technology

Foods & Service Management

Refrigeration and Air Conditioning

Furniture & Cabinet Making

Welding & Fabrication Technology

Bachelor of Science in Business Administration

Major in Economics

Entrepreneurship

Marketing

Ladderized Bachelor of Science in Industrial Technology

Major: Automotive Technology

Civil Technology
Consumer Electronics Technology
Cosmetology
Drafting Technology (Graphic Arts)
Electrical Technology
Food and Service Management
Furniture and Cabinet Making (FCM)
Garments, Fashion and Design
Mechanical Technology
Refrigeration and Air Conditioning
Welding & Fabrication Technology

Non-Degree Programs

Two-Year Trade Technical Education

(Pure Vocational)

Major: Applied Electronics

Cosmetology
Food Technology
Tech. Automotive Technology

Technical Drafting

Technical Electricity

Technical Welding

Refrigeration & Air Conditioning

Diploma in Computer Programming

Diploma in Computer Secretarial

Diploma in Computer Technician

Secondary Education

Basic Education Curriculum

Special Math and Science Curriculum

MEXICO CAMPUS

Degree Courses

Bachelor of Science in Civil Engineering

Bachelor of Science in Electronics & Communication Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Information Technology

Bachelor of Science in Mechanical Engineering

Bachelor of Elementary Education

Bachelor of Science in Business Administration

Major: Marketing

Economics

Entrepreneurship

Bachelor of Secondary Education

Major: Mathematics

MAPHE

Technology & Livelihood Education

Ladderized Bachelor of Technical Teacher Education

Major: Cosmetology

Furniture & Cabinet Making

Foods & Service Management

Mechanical Technology

Garments & Fashion Design

Welding & Fabrication Technology

Automotive Technology

Civil Technology

Graphics Technology

Refrigeration and Air Conditioning

Consumer Electronics Technology

Home Technology

Electrical Technology

Industrial Arts

Ladderized Bachelor of Science in Industrial Technology

Major: Automotive Technology

Consumer Electronics Technology

Drafting Technology (Graphic Arts)

Electrical Technology

Food and Service Management

Furniture and Cabinet Making (FCM)

Garments, Fashion and Design

Mechanical Technology

Refrigeration and Air Conditioning

Welding & Fabrication Technology

Civil Technology

Cosmetology

Five Months Short Term Courses

Major: Automotive Mechanics

Mechanical Technology

Applied Electronics

Welding

Cosmetology

Electrical Technology

Food and Service Management

Graphics/Drafting Technology

Secondary High School (Laboratory Training Department)

Restructured Basic Education Curriculum (RBEC)

Special Math and Science Curriculum

UNIVERSITY VISION

The Don Honorio Ventura Technological State University will be the premier technological state university.

UNIVERSITY MISSION

The Don Honorio Ventura Technological State University provides advanced instruction, professional training and progressive leadership in education, engineering, computer studies, science and technology, arts and humanities, and other relevant fields of study and undertakes research, extension, training and production activities for sustainable development

GOALS

GRADUATE SCHOOL

1. Quality and Excellence
2. Relevance and Responsiveness
3. Access and Equity
4. Efficiency and Effectiveness

COLLEGE OF ENGINEERING AND ARCHITECTURE

The College of Engineering and Architecture aims to:

1. Produce graduates who shall assume key roles in the economic and technological development of the nation.
2. Produce professionals who manifest mastery of the theories and principles in their respective areas of specialization, coupled with a deep sense of professionalism and a strong adherence to ethical standards.

COLLEGE OF INDUSTRIAL TECHNOLOGY

To lead students in gaining world-class competencies in technological areas where they can best utilize their human talents and resources through well-planned academic and shop programs, effective and efficient instruction, quality support services and functional research.

COLLEGE OF ARTS AND SCIENCES

In consonance with the mandate of the University, the College of Arts and Sciences is committed to facilitate the integral development of an individual in order to enable him to effect changes in himself and his environment to realize the fullness of life. It further attempts to prepare students to become responsible leaders, creative as well as useful members of society.

COLLEGE OF BUSINESS ADMINISTRATION

To produce marketing experts, entrepreneurs and economists in the local and global business arena.

COLLEGE OF EDUCATION

To produce teachers who can assume these major roles:

1. Effective conveyor of organized knowledge, which has been developed from human experiences through the ages.

2. Effective promoters and facilitators of learning to enable the learners to develop to the fullest their potentials for continuing pursuits of self-education; and
3. True humanists who possess a clear understanding and appreciation of genuine human ideals and values that elevate the human spirit, refine human nature and contribute to human beings' unending quest for fulfillment.

OBJECTIVES

GRADUATE SCHOOL

DOCTOR OF EDUCATION, MAJOR IN EDUCATIONAL MANAGEMENT (Ed. D.,EM):

1. To enhance leadership qualities in educational management;
2. To demonstrate analytical, critical and creative thinking;
3. To maintain the highest possible standards of instruction and training towards academic relevance and excellence;
4. To lead in the implementation in research and extension and community service; and
5. To manifest in their behavior a strong sense of moral uprightness, nationalism and cultural enhancement.

MASTER OF ARTS IN EDUCATION, MAJOR IN EDUCATIONAL MANAGEMENT

1. To develop leadership qualities in the management of general education;
2. To stimulate analytical, critical and creative thinking
3. To develop research consciousness and competencies;
4. To get involved in extension programs and community development of the Graduate Program; and
5. To manifest in their leadership behavior a strong sense of moral uprightness

COLLEGE OF ENGINEERING AND ARCHITECTURE

The College of Engineering and Architecture shall endeavor to:

1. To provide rigorous foundation to students, using a wide range of training and instruction, enabling them to acquire adept knowledge and skills relative to their areas of specialization.
2. To instill among students moral, spiritual and ethical values to ensure the formation of responsible, well-rounded and productive citizens.

COLLEGE OF INDUSTRIAL TECHNOLOGY

1. To equip students with relevant technological and scientific knowledge in areas of: Automotive, Drafting, Electronics, Electricity, Machine Shop Practice, Furniture and Cabinet Making, Garments and Food Technology.
2. To train students with the state-of-the-art processes to become more skillful and creative, and;
3. To help and assist students in developing sound attitude towards work interest, skills and habits and appreciate life's values.

COLLEGE OF ARTS AND SCIENCES

1. Design classroom activities to facilitate in-depth communication and critical thinking;
2. Provide opportunities for moral and spiritual upliftment;
3. Conduct research activities through intensive reading, analysis and evaluation;
4. Spearhead activities that will hone students' leadership potentials; and
5. Undertake programs and projects which expose students to the marginalized sectors of society for community services.

COLLEGE OF BUSINESS ADMINISTRATION

Being one of the most promising institutes of DHVTSU, the Institute of Business Administration is committed to achieve the following objectives:

1. To develop student's consciousness and appreciation on the importance and relevance of their chosen field of study
2. To equip students not only with theoretical and analytical skills but as well as with the newest issues, trends and strategies in business like Total Quality Management (TQM), Corporate Social Responsibility (CSR) and Good Governance
3. To inspire students to unleash their fullest potential and achieve a high level of business professionalism so that they can contribute towards the attainment of the country's short and long term goals.
4. To produce quality graduates who have the competitive advantage in the dynamic world of marketing, entrepreneurship and other business related endeavors.

COLLEGE OF EDUCATION

BACHELOR OF SECONDARY EDUCATION PROGRAM

- a. To provide students with useful and relevant knowledge of the concepts, principles and practices of Bachelor of Secondary Education program to cope with the current trends and issues in education;
- b. To enhance the skills and talents of students especially in the field of technology by supplementing their acquired theoretical know how with actual application making the learning process holistic in approach;
- c. To cultivate inquisitiveness among the students in their respective areas of specialization so that they may become effective knowledge imparter to their future students;
- d. To instill moral and spiritual values and proper work habits.

BACHELOR OF SCIENCE IN INDUSTRIAL EDUCATION PROGRAM

1. To provide training for purposes of upgrading occupational, technological, and professional competencies of student to meet the standard requirements of their respective fields of endeavor.
2. To enhance the skills and talents of students by supplementing their acquired theoretical know-how with actual application on their off-campus practice teaching.
3. To reinforce the student's total personality not only through basic and applied knowledge but also instill good moral and spiritual values and desirable attitudes and work habits.

CHAPTER 4

GOVERNANCE

ARTICLE 1. The Board of Regents

Section 1. The government of DHVTSU shall be vested in a Board of Regents.

ARTICLE 2. Powers and Duties

Section 1. The exercise of its corporate powers shall be vested exclusively in the Board of Regents whose powers and functions are as follows:

(a) Exercise policy-making functions in accordance with the general policies, plans and programs on education as may be formulated by the Commission on Higher Education and the policies, plans and programs on national and regional development as may be issued by the National Economic and Development Authority (P.D. 1437);

(b) General Powers set out in Section 36, Corporation Code of the Philippines in the administration of the University;

(c) Establish such integral organization as will best enable it to carry out its academic and administrative functions, subject to limitation of the law (Education Act. of 1982);

(d) Enact rules and regulations not contrary to laws as may be necessary to carry out the purposes and functions of the University (R.A. 8292);

(e) Receive and appropriate all sums as may be provided, for the support of the University in the manner it may determine, in its discretion, to carry out the purposes and functions of the University (R.A. 8282);

(f) Receive in trust, legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the University, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor: Provided, however, that the rights, privileges and exemptions extended by R.A. 8292 shall likewise be extended to non-stock, non-profit private universities and University's; Provided, finally, that the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED (R.A. 8292);

(g) Fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors. Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same fund for the use of the University.

Any provisions of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of the University: Provided, that all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

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

(h) Adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;

(i) Authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through its Governing Board shall be exempt from all taxes and duties;

(j) Designate, upon recommendation of the president of the University, vice presidents, deans, directors and heads of departments and appoint faculty members and employees;

(k) Fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them at its discretion leaves of absence under such regulations as it may promulgate: provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;

(l) Approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as hereinafter provided;

(m) Set policies on admission and graduation of students;

(n) Award honorary degrees upon persons in recognition of their outstanding contribution in the fields of education, public service, arts, science and technology or in any field of specialization within the academic competence of the University and to authorize award of certificates of completion of non-degree and non-traditional courses;

(o) Absorb non-chartered tertiary institutions within the respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;

(p) Establish research and extension centers of the state University where such will promote the development of the latter;

(q) Establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;

(r) Delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;

(s) Authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

(t) Collaborate with other governing boards of state universities and University's within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management for the restructuring of said University's and universities to become more efficient, relevant, productive and competitive;

(u) Enter into joint ventures with business and industries for the profitable development and management of the economic assets of the University or institution, the proceeds of which are to be used for the development and strengthening of the University;

(v) Develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;

(w) Develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;

(x) Set-up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;

(y) Establish policy guidelines and procedures for participative decision-making and transparency within the institution;

(z) Privatize, where most advantageous to the institution, management and non-academic services such as health, food, building or grounds or property maintenance and other similar activities; and

(z¹) Extend the term of the President of the University beyond the age of retirement but not later than the age of seventy (70), whose performance has been

unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.

ARTICLE 3. Progress Report

Section 1. On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the President of the University shall file with the Office of the President of the Philippines, through the Chairman of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the University (Section 14, R.A. 8292).

ARTICLE 4. Membership and Officers

Section 1. The Board of Regents shall be composed of the Chairman of the Commission on Higher Education (CHED) or his designate, as Chairman; the President of the University as Vice-Chairman; Chairmen of the Congressional Committees on Education and Culture; Regional Director of the National Economic Development Authority (NEDA); Regional Director of the Department of Science and Technology (DOST); President of the Faculty Association; President of the Supreme Student Council; President of the Alumni Association and two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization chosen from among a list of at least five (5) persons qualified in the province where the school is located, as recommended by the search committee constituted by the President in consultation with the Chairman of the CHED based on the normal standards and qualifications for the position (Section 3, R.A. 8292).

Section 2. The Chairman shall preside over all the meetings of the Board. In his absence, the Vice-Chairman shall preside.

Section 3. The University and Board Secretary of DHVTSU shall notify the members of the Board of all meetings of the said Board and shall send to each member a copy of the agenda at least seven calendar days before the scheduled meeting. He shall keep a full and accurate record of its proceedings.

ARTICLE 5. Meetings

Section 1. The Board of Regents shall meet at least once every quarter as the need arises. A majority of all members holding office shall constitute a quorum for board meetings: Provided, that the chairman of the board or the president of the University is among those present in the meeting (Section 3 (c), R.A. 8292).

Section 2. Special meetings of the Board may be called by the Chairman or the President of DHVTSU. Notice of such meetings shall be issued by a special messenger or telegram at least forty eight (48) hours prior to the meeting. Matters for referenda may be submitted to the Board of Regents at any time except fiscal and policy issues.

Section 3. The meetings of the Board, as far as possible, shall be held within the DHVTSU, However, meetings may also be held when necessary in such places as the Board may determine or decide.

ARTICLE 6. Committees

Section 1. The Board of Regents may create such committees, standing or special as it may deem necessary for the proper performance of its functions.

Section 2. The DHVTSU President shall be the ex-officio member of all standing committees of the Board.

CHAPTER 5

THE ADMINISTRATIVE COUNCIL

ARTICLE 1. Composition and General Function of DHVTSU Administrative Council.

Section 1. There shall be an Administrative Council of DHVTSU consisting of the DHVTSU President as Chairman, Vice-Presidents, Deans, Directors, the Registrar, President of the faculty group, President of the non-teaching personnel, and President of the Supreme Student Council as members whose duty shall be to formulate and implement policies governing the administrative management and development planning of DHVTSU subject to approval by the Board of Regents.

ARTICLE 2. Powers and Functions

The Administrative Council shall serve principally as the Board's organ in defining, clarifying and reconciling the latter's policies and programs for smooth dissemination and effective implementation at all levels of the organization. In addition, the Council shall:

- (a) Decide cases of discipline brought before it.
- (b) Recommend to the President, matters affecting the welfare of the faculty, personnel and students for Board's action.
- (c) Act as advisory body to the President of the University on matters affecting the vital operations of the University.
- (d) Review all decisions of Standing Committees when appeals are brought before it.
- (e) Review and whenever necessary, amend all existing rules and regulations of the University to conform to the needs of the changing times.
- (f) Act on other matters brought before it by any staff, personnel or student for deliberation and resolution of issues in controversy.
- (g) Recommend for appropriate action to the President and/or DHVTSU Board of Regents sanctions or penalties against any staff, personnel or student found guilty by the Council after due process and hearing.

ARTICLE 3. Meetings

The Administrative Council shall meet regularly. Special or emergency meetings may be called by the President anytime as the need arises. The quorum shall be a simple majority of all members of the Council designated.

ARTICLE 4. Committees

The Administrative Council may create standing or ad-hoc committees in carrying out its functions properly.

CHAPTER 6
THE ACADEMIC COUNCIL

ARTICLE 1. Composition

Section 1. There shall be an Academic Council consisting of faculty members from the rank of assistant professor (P.D. 1437).

Students shall be represented by the President of the Supreme Student Council or its equivalent in the Academic Council in accordance with existing law (Education Act. of 1982).

ARTICLE 2. Powers (P.D. 1437)

Section 1. The Council shall have the following powers:

(a) To prescribe the course of study and rules of discipline, subject to the confirmation of the Board of Regents;

(b) To fix the requirements for admission to any University course of DHVTSU;

(c) To fix the requirements for graduation and the granting of degrees;

(d) To submit for confirmation to the Board of Regents, students and others, qualified to be recipients of degrees; and

(e) To exercise disciplinary power over the students, through its President or Executive Committees, within the limits of the rules of discipline prescribed by the Council and confirmed by the Board of Regents.

ARTICLE 3. Officers

Section 1. The DHVTSU President shall be the presiding officer of the Academic Council. In his absence, either one of the Vice Presidents who shall be designated, shall preside, and in the absence of both, the next ranking officer shall preside.

Section 2. The Registrar shall be the ex-officio Secretary of the Council. It shall be his duty to issue the notices for meetings of the Council, to keep the minutes of its proceedings, and to furnish each member a copy of such minutes and agenda for every regular meeting at least three days before a meeting.

ARTICLE 4. Meetings

Section 1. The Academic Council shall meet at such times as the President may determine, provided that there shall be at least one regular meeting each term. The President shall call a special meeting upon the written request of at least one-fifth of the members.

Section 2. Every member of the Council shall be required to attend all meetings. A member may be excused from attendance for justifiable reasons.

Section 3. Members of the Council who have teaching loads are authorized to assign some work for their students to do within the scheduled meetings.

Section 4. A quorum of the Council shall consist of a majority of its members.

ARTICLE 5. Amendments

Section 1. Same as to meetings specifically provided for by law, the provisions of this Chapter may be amended at any regular meeting by a majority vote of members present.

ARTICLE 6. Committees

Section 1. The Academic Council may create an Executive Committee and other such committees, standing or special, as it may deem necessary and convenient, for the proper performance of its functions.

CHAPTER 7

OFFICERS OF THE ADMINISTRATION OF DHVTSU

ARTICLE 1. Officers

Section 1. The officers of the administration of DHVTSU shall be the President, the Vice-Presidents, the Deans of Institutes and the Directors.

ARTICLE 2. The President of DHVTSU

Section 1. Leadership in DHVTSU is vested in the President who shall be the chief executive officer. He should be qualified for the position and appointed for a term of four (4) years by the Chairman, Commission on Higher Education upon

recommendation of the Search Committee after consulting the Board of Regents. In case of vacancy by reason of death, absence, retirement or resignation, the Chairman, Commission on Higher Education shall have the authority to designate an officer-in-charge, next in-rank in the file and rank of DHVTSU pending the appointment of the President .

Section 2. He shall be the ex-officio head of the DHVTSU faculty of every institute or any other unit of DHVTSU.

Section 3. He shall have general supervision of all business and financial operations of DHVTSU.

Section 4. All officers, members of the teaching staff and employees shall be responsible to and under the direction of the President.

Section 5. The President shall carry out the general policies laid down by the Board of Regents and shall have the power to act within the limits of said general policies. He shall direct or assign the details of executive action.

Section 6. He shall have the power to determine the agenda of all meetings of the Board of Regents, of the Administrative Council, and of the Academic Council; provided, however, that any member of the Board/Administrative Council/Academic Council shall be entitled to have any matter included in its agenda.

Section 7. He shall preside at commencement and other public exercises of DHVTSU and confer such degrees and honors as are granted by the Board of Regents. All diplomas and certificates issued by DHVTSU shall be signed by the President and the Registrar.

Section 8. Should a permission or an authorization given to any person to engage in any work or activity within the campus of DHVTSU be used by such person to arouse disloyalty to the government of the Philippines, or to discourage students from attending classes, or to create by overt act, disturbance or dissension among students, faculty members or employees, or to interfere directly or indirectly within the discipline of DHVTSU, the President shall, after due process, cancel the privilege so granted and thereafter prohibits him permanently from staying or remaining in the campus. The President shall thereafter inform the Board of Regents of his action and the Board may take any action that it may deem appropriate in connection therewith.

Section 9. He shall be the official medium of communication between the teaching force, employees and students of DHVTSU on one hand, and the Board of Regents on the other.

Section 10. He shall appoint qualified and competent persons to fill all vacancies and new positions as per approved criteria of recruitment of the Board of Regents of DHVTSU; to make such appointments necessary to meet emergencies occurring between meetings of the Board of Regents, so that the work of DHVTSU will not suffer, and to make special appointments as are permitted by the Board of Regents.

Section 11. He shall exercise the following specific powers:

(a) Acceptance of resignation and authorization of transfer of faculty members and employees to be confirmed by the Board of Regents;

(b) Grant or denial of leave of absence with pay and without pay and/or extension of such leaves or delegate the same to a duly authorized officer of DHVTSU;

(c) Grant or denial of extension of all fellowships or scholarships for a period not beyond one academic year if the budget permits and for reasons he may deem satisfactory;

(d) Approval of retirement of members of the faculty and employees to be confirmed by the Board of Regents;

(e) Authority to renew appointments for not more than one year if the budget permits and the services are necessary and to make ad interim appointments when the need of the service so requires;

(f) Authority to transfer/detail faculty members and employees from one department or unit of DHVTSU to another in accordance with their specialization, with the consent of the transferee with proper compensation;

(g) Authority to appoint, subject to the confirmation of the Board of Regents, qualified members of the faculty as fellows of DHVTSU (full or partial) in order to enable them to pursue graduate studies abroad, and to fix the financial assistance to any such fellows in accordance with the rules promulgated by the Board of Regents and within the lump sum appropriated for fellowships;

(h) Authority to grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences

sponsored by outside agencies or organizations without any financial obligation on the part of DHVTSU outside of the regular salary of the person concerned;

(i) Authority to grant monthly gasoline allowance usually allowed to appointees/designees to the position of Deans/Directors/Heads of Departments, provided they have vehicles, and to grant temporary assignment of vehicles to specified officials of the administration and commutable transportation allowance in lieu of car/vehicle assignment;

(j) Supervision and control, through the Director of Student Affairs, over extracurricular activities of students and authority to issue adequate rules for the organization and qualifications of officers thereof; and

(k) Authority to promulgate such rules which in his judgement are necessary for the safekeeping and proper disbursement of funds or property of all student organizations officially approved or recognized, designating the persons whom he may authorize to examine and audit the account pertaining to such funds or property;

The President shall inform the Board of Regents of the action taken by him in accordance with this particular section; provided, however, that with respect to paragraphs “(a)” and “(h)”, the Board of Regents may take any action it may deem appropriate in connection therewith.

Section 12. He shall have the authority to approve the leave status of the faculty member from that of teachers’ leave to that of cumulative leave.

Section 13. He shall hold officers, teachers and employees responsible to the full discharge of their duties. He shall, after consultation with the Dean/ Director/Head/In-Charge concerned, initiate the necessary disciplinary action against the erring personnel before an appropriate investigation body.

Section 14. He shall prepare an annual budget of DHVTSU through the Office of the Vice President for Administration and Finance for presentation and approval to the BOR.

Section 15. He shall prepare an annual report of DHVTSU for presentation to the BOR.

Section 16. He shall execute and sign in behalf of DHVTSU contracts, deeds and other instruments necessary for the proper conduct of the business of DHVTSU. However, in regularly recurring undertakings and transactions where his action is

virtually ministerial, conditions and terms thereof having been fixed in DHVTSU'S existing regulations, and general laws, he may direct through appropriate written instruction, that approval in specified cases be made in his behalf by officers of administration or in-charge/heads of DHVTSU offices or units, subject to such safeguards as he may impose. All existing regulations inconsistent herewith are abrogated.

Section 17. He shall initiate the necessary disciplinary action against any erring personnel based on the findings and recommendations of the Grievance Committee of DHVTSU.

Section 18. He shall have the right to modify or disapprove any action or resolution of any University or school and faculty and/or non-teaching body, if in his sound judgment, the greater interests of DHVTSU so require. Should he exercise such power, the President shall communicate his decision in writing to the body immediately affected, stating the reasons for his action and thereafter shall accordingly inform the Board of Regents which may take any action it may deem appropriate in connection therewith.

Section 19. The President may invite, from time to time, scholars of eminence and other persons of prominence who have achieved distinction to some learned profession or career, to deliver a lecture or a series thereof, and for this purpose, he may authorize honoraria for such service to be taken from miscellaneous fund and at rates determined by him; and approved by the Board of Regents.

Section 20. He shall have such other powers as are elsewhere provided in this Code or by the Charter of DHVTSU or as may be especially authorized by the Board of Regents and such are usually pertaining to the Office of the DHVTSU President. He may delegate in writing any of his specific functions to any office.

Section 21. The DHVTSU President is authorized, in case of his absence for brief periods of time, to designate the next in rank as officer-in-charge of the Office of the President, who shall carry out the management of DHVTSU'S affairs in the name of the President, subject to his instruction and the policies of the Board of Regents.

ARTICLE 3. Vacancy. In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his office, the BOR shall

have the authority to designate an officer-in-charge of DHVTSU pending the appointment of a new president.

ARTICLE 4. The Presidential Staff. The President shall coordinate and discuss policies, orders, projects coming in and going out of his office to the Presidential Staff. They shall report directly to the Office of the President, and shall consolidate all reports, proposals and documents requested or submitted for recommendation to the President.

ARTICLE 5. Composition. The Presidential Staff shall consist of the Director of the Operations, Planning and Development Office and its staff, along with the Head of the Management Information Systems Office, person in charge of Internal Auditing Control Unit, and person in-charge of the Office of Legal Affairs.

ARTICLE 6. The President's Rights and Obligations (Education Act. of 1982)

Section 1. The DHVTSU President shall:

- (a) Perform his duties to the University by discharging his responsibilities in accordance with the mission philosophy, goals and objectives of the University;
- (b) Be accountable for the efficient and effective administration;
- (c) Develop and maintain a healthy University atmosphere conducive to the promotion and preservation of academic freedom and effective teaching-learning and to harmonious and progressive University-personnel relationships;
- (d) Assume and maintain professional behavior in his work and in dealing with students, teachers, academic non-teaching personnel/administrative staff, and parents or guardians;
- (e) Render adequate reports to teachers, academic non-teaching personnel and non-academic staff on their actual performance and counsel them in ways of improving the same;
- (f) Observe due process, fairness, promptness, privacy, constructiveness and consistency in disciplining his teachers and other personnel; and
- (g) Maintain adequate records and submit required reports to the Commission on Higher Education.

ARTICLE 7. The University/Board Secretary

Section 1. The University/Board Secretary shall be appointed by the Board upon recommendation of the University President. He shall take charge of the records and communications in the University/Board. Whenever possible, the Secretary should be a member of the Integrated Bar of the Philippines.

Section 2. The University/Board Secretary is mandated to:

- (a) Prepare agenda of meetings of the Board, Academic Council and Administrative Council upon orders of the President/Presiding Officer for the purpose;
- (b) Consolidate, finalize and disseminate the minutes of the above meetings to the parties concerned for appropriate action;
- (c) Coordinate with the Deans/Directors in the preparation and submission of the University annual report;
- (d) Act as Public Information Officer of the University; and
- (e) Perform any other function/duties as may be directed by the President and other higher authorities.

ARTICLE 8. The Vice President for Administration, Finance and Auxiliary

The President shall be assisted by a Vice President for Administration, Finance and Auxiliary. His designation shall be confirmed by the Board of Regents upon the recommendation of a duly constituted Search Committee, and endorsement from the DHVTSU President.

1. General Function

The VPAFA is responsible for the general management of the administrative financial and auxiliary functions of the University.

2. Relationships

- | | |
|-------------------|--|
| 2.1 Appointed by: | The University President as confirmed by the BOR
upon the recommendation of the Selection Board |
| 2.2 Reports to: | The University President |
| 2.3 Supervises: | The Director, Administrative & General
Services
The Director, Auxiliary Services |

2.4 Chairs:	The Director, Financial Management Services
	BAC – Bids & Awards Committee
	PRAISE – Program on Awards and Incentives for Service Excellence
	PSB – Personnel Selection Board
2.5 Is a member of:	Human Resource Development Council
	The Academic Council

3. Duties and Responsibilities

General

Ensures the efficient management of administrative, financial and auxiliary services of the University.

Specific

Supervises all the administrative and support related services of the University.

Ensures the budgetary allocations.

Recommends non-teaching personnel for appointment.

ARTICLE 9. The Vice President for Academic Affairs

The Vice President for Academic Affairs is responsible for carrying out the educational policies and programs of the University and in promoting and supervising instruction, research and other academic activities. He shall continuously cause the promotion and the development of noteworthy academic standards through regular consultations with agencies / institutions / programs similar to his own; with his University Deans / Directors on how best, under circumstances, the academic program can be improved and how the academic activities can be carried out in the best interests of students.

1. General Function

Supervises the different programs, projects, and offerings relevant to the academic functions of the University.

2. Relationships

2.1 Appointed by: The University President as confirmed by the BOR
upon the recommendation of the Selection Board

2.2 Reports to: The University President

2.3 Supervises: The Academic Deans
The Director, Student Affairs
The University Registrar
The Director, Research & Development Services
The Director, Extension Services
The NSTP Coordinator

2.4 Chairs: The Council of Deans
The Graduate School Council
Faculty Development Program Committee
The Faculty Selection Board
The PRAISE Committee
The Board of Athletic and Cultural Affairs
The Library Committee

2.5 Is a member of: The Academic Council

3. Duties and Responsibilities

General

Ensures the efficient management of the University academic programs and other related activities/projects.

Specific

Supervises the offices of the Academic Deans, the Registrar, the Directors for Student Affairs, Research and Development Services and Extension Services regarding their academic projects and activities.

Acts as Chairperson of the Research Council, the Community Extension Council, the Program for Rewards and Incentives for Service Excellence and the Faculty Selection and Promotion Board.

Institutes and reviews proposals and guidelines submitted by the Directors/Deans under his supervision.

Manages the University Faculty Development Program.

Assists the Presidential Assistant for External Affairs in establishing local and foreign academic linkages with higher educational institutions and establishments (organizations).

Conducts regular and special meetings with his / her unit heads and with the committees which he / she chairs.

Approves the leave application of faculty members and Individual Faculty Schedules.

Coordinates with the academic deans on the schedule of classes.

Coordinates with the Director for Student Affairs on all matters relevant to student activities and development.

Reviews collegiate / departmental residency hours of faculty and recommends revision as the need arises

Reviews and monitors the preparation of class schedules and room assignments.

Presides in the hiring and rehiring of faculty members.

Evaluates the performance of the deans / directors / unit heads who directly report to him / her.

Prepares an annual budget in consultation with his / her staff.

Performs other duties and responsibilities related to the ones enumerated above.

Represents the President in all academic concerns.

ARTICLE 10. –a Vice-President for Research , Extension and Training. The President shall be assisted by a Vice President for Research, Extension and Training. His designation shall be confirmed by the Board of Regents upon the recommendation of a

duly constituted Search Committee, and other endorsement from the DHVTSU President, or until sooner revoked.

ARTICLE 10. –b The Duties and Responsibilities of the Vice President for Research, Extension and Training are as follows:

- a. Supports and encourages the Directors of Research and Extension Services in the achievement of their duties by:
 - i. Maintaining continuous communication with the Directors of Research and Extension;
 - ii. Monitoring all reports and working with the Directors on all problems identified in the reports;
 - iii. Communicating directly with the other organizations and offices when necessary; and
 - iv. Functioning as additional resource to projects pertaining to research, extension and training.
- b. Acts as Chairperson of the Research Council and Community Extension Council;
- c. Establishes campus-based and community-based extension programs, as well as strong linkages with the alumni;
- d. Serves as member ex-officio of all extension units and sub-committees;
- e. Works in coordination with the other Vice Presidents in carrying out the plans and programs for extension, research and training;
- f. Coordinates, promotes, and maintains relationships with community, linkages and other stakeholders to strengthen institutional collaborations; and
- g. Recommends for approval to the Office of the President policies and extension programs and services as proposed by the Research and Extension Directors.

ARTICLE 11. –a The Director, Training and Manpower Development Services. The Director of Training and Manpower Development Services shall be appointed by the University President, through the recommendation of a duly constituted Search Committee, and confirmed by the Board of Regents. He shall serve for a period of four (4) years or until terminated subject for reappointment for another term.

ARTICLE 11. –b Powers and Duties of the Director of Training and Manpower Development Services.

- a. Plan and sponsor trainings, seminars, conferences, symposia and other related activities for the professional enhancement of the University faculty, staff and other personnel, other than those performed by the DHVTSU HRMO.
- b. Train selected DHVTSU personnel to serve as pool of trainers on specific and various disciplines in the University.
- c. Initiate and maintain linkages and networks with other local and international training agencies.
- d. Document all trainings conducted.

ARTICLE 12. The Deans of College

The Dean is the chief administrative and academic officer of the University. He is responsible for the organization of and conduct of instruction, research and community service activities of the institute in accordance with the University mission, vision, goals and objectives.

He is the supervisor in his institute and responsible for the orderly behavior and discipline of students & faculty members in his institute.

He is directly responsible for maintaining in his institute high standard of instruction & scholarship. In the discharge of his functions, the Dean is assisted by chairmen of the various disciplines.

The Dean is appointed by the University President through the recommendation of a duly constituted Search Committee and confirmed by the Board of Regents. He is directly under the Vice President for Academic Affairs.

1. General Function

Is responsible for the realization and effective implementation of the programs in the Institute in line with the University's thrust.

2. Relationships

- 2.1 Appointed by: The University President as confirmed by the BOR
upon the recommendation of Selection Board
- 2.2 Reports to: The Vice President for Academic Affairs
- 2.3 Supervises: The Assistant Dean, if applicable
The Department Chairs
The Program Coordinators
The Faculty Members of the Institute
The Staff of the Institute
- 2.4 Chairs: The Council of Chairs / Coordinators
- 2.5 Is a member of: The Academic Council
The Council of Deans

3. Duties and Responsibilities

General

Ensures the attainment of the University vision-mission and the Institute goals and objectives.

Specific

Disseminates information and monitors the implementation of University and University policies, guidelines and procedures.

Initiates and supervises various plans and activities of the University.

Submits regular / periodic reports on operational plans / accomplishments of the Institute or concerned offices.

Monitors budget performance and initiates cost cutting measures.

Recommends the acquisition of necessary equipment and supplies.

Represents the Institute in professional meetings, seminars, workshops, conventions and other related activities.

Institutes a definite program of supervision aimed at upgrading the quality of instruction by:

1. Exercising supervision over faculty attendance;
2. Exercising supervision over classroom management and instruction improvement without jeopardizing the academic freedom of the faculty.

Coordinates with various units of the College and the University.

Promotes cordial and harmonious relationships among administrators, faculty members, staff and students within the Institute.

Coordinates with the Directors of offices who are involved in various university activities.

Plans a program of curriculum development with the assistance of the Area Heads/Chairs.

Coordinates the admission and classification of students and their assignments to classes by reviewing the curricular loads of the faculty and students.

Initiates regular review and development of curricular programs.

Assigns faculty who will direct and advise students in their program of study in academics or shopwork.

Endorses recommendations of the department chairs regarding books, references and other reading materials.

Is responsible for the orderly behavior and discipline of students, faculty members and employees within the respective institutes, supervise and administer the affairs of the students of his University.

Submits a written report to the Office of the Vice President for Academic Affairs at the beginning of each semester of the vacancies in the faculty, stating the positions to be filled up and the qualifications required.

Endorses the Institute plantilla submitted by the Department Chair subject for approval by the Vice President for Academic Affairs.

Makes a written report, in consultation with the Area Head concerned, on the performance of the members of the faculty on his University.

Administers the evaluation of faculty and participates in the campus promotion and recruitment activities.

Recommends the transfer of assignments of faculty members based on exigency of service, consultation with faculty concerned, student and peer evaluation.

Transmits to the Office of the Vice President for Academic Affairs with his comment or recommendation, all proposals affecting courses of study, instruction, scholarship, exchanges and similar matters received by his University from any source inside or outside DHVTSU.

Prepares the budget for the operation of the office and suggest other plans and activities related to existing programs.

Performs other tasks as may be assigned by the President.

ARTICLE 13. Department Chair

The Department Chair assists the Dean and the Assistant Dean in the performance of their tasks. The Department Chair is appointed by the University President upon the recommendation of the Dean. He reports directly to the Dean.

The chair manages the department. To carry out this responsibility, the chair oversees, directly or indirectly, the daily progress toward achieving teaching, research, and service goals as set out in the department's plan. Under the chair's leadership, faculty members provide students the educational opportunity necessary to be prepared for meaningful personal and professional lives. To this end, the chair plays an important role in providing the dean and the Vice President for Academic Affairs, through the budget and planning process, with program plans and estimates needed to carry out department functions.

1. General Function

Is responsible for the management of the academic departments of the institute

2. Relationships

2.1 Appointed by: The University President upon the recommendation of the Dean

2.2 Reports to: The Dean

2.3 Supervises: The Program Coordinator / s

3. Duties and Responsibilities

General

Supervises the curricular programs and performance of the faculty in the department.

Specific

Assists the Dean in the implementation of the programs and projects of the Institute.

Initiates, plans, and implements the programs / activities of the department.

Disseminates and implements institutional, collegiate and departmental policies.

Coordinates with the other departments of the institute in the preparation of curricular programs.

Recommends curriculum development or revisions to the Dean

Monitors faculty attendance, assigns a substitute for faculty members who are absent, and ensures that make-up classes are held.

Encourages faculty members to conduct research in their fields of specialization.

Recommends library resources that are needed by the department.

Prepares the class schedule of faculty members and students of the program under the department.

3.2.10 Identifies facilities needed for teaching and research and takes charge in securing and monitoring and maintaining the physical facilities of the department.

3.2.11 Recommends to the Dean appointments of Academic and Program Coordinators, hiring, promotion, retention and/or termination of faculty and support staff, in consultation with Program Coordinators;

3.2.12 Determines assignments of faculty in accordance with the directives and memorandum orders / circulars of the Dean and the VPAA;

3.2.13 Prepares and administers the Department budget in coordination with Program coordinators and faculty;

- 3.2.14 Prepares Department reports and plans on a semestral basis regarding student enrolment projection, student academic performance and faculty performance and needs;
- 3.2.15 Directs and advises students in their program of study with the help of the Program Coordinators;
- 3.2.16 Keeps accurate records of faculty profiles and students of the Department;
- 3.2.17 Performs other functions expected of unit heads or tasks which may be assigned from time to time by the Assistant Deans and/or the Dean;
- 3.2.18 Provides leadership & direct supervision for teachers and students in their departments;
- 3.2.19 Develops & conducts training modules in their areas;
- 3.2.20 Recommends the scheduling of course offerings based on sequence of curriculum;
- 3.2.21 Distributes teaching loads;
- 3.2.22 Assigns advising duties;
- 3.2.23 Updates library collection in their areas;
- 3.2.24 Follows-up room assignments;
- 3.2.25 Monitors student progress;
- 3.2.26 Observes classes and submit written report of observation following the AACCUP format to the Dean;
- 3.2.27 Reports existing defects in instruction and seek improved methods of correcting the defects;
- 3.2.28 Formulates plans and attends to the improvement of instruction in their departments;
- 3.2.29 Plans and implements projects/objectives of the Institute;
- 3.2.30 Presides over meetings in their departments;
- 3.2.31 Handles 15 hours of teaching loads, 5 hours for quasi teaching obligations and 20 hours administrative duties;
- 3.2.32 Does other tasks assigned by the Institute Dean.

ARTICLE 14. Program Coordinator

The Program Coordinator assists the Department Chairs in the performance of their tasks. The Program Coordinator is appointed by the University President upon the recommendations of the Department Chair and the Dean. He is designated to focus on the specific needs of a particular program/department and reports directly to the Department Chair.

1. General Function

Supervises / coordinates the work of teachers under him

2. Relationships

2.1 Appointed by: The University President upon the recommendation of the Dean

2.2 Reports to: The Chairman

2.3 Supervises: The Program Faculty

3. Duties and Responsibilities

Assists the Department Chair in all matters affecting the policies, functions and goals of the Department programs;

Ensures the efficient and effective operation and service of the program or department in accordance with the policies, functions and goals of the Department in particular and of the University general;

Assists and guides students in their academic and nonacademic activities and involvement in order to fully hone their skills;

Evaluates course offerings with the assistance of the department or program faculty;

Recommends curriculum development or revision to the Department Chair, in coordination with the Curriculum Committee of the Department;

Devises a system of faculty substitution for the program in coordination with the Chair and the Dean;

Assigns substitute teachers and proctors;

Visits classes and supervises the faculty of the program;

Ensures that make-up classes are conducted by the faculty for missed classes;

Recommends the program budget in coordination with the faculty of the program;

Prepares program evaluation report and plans on a semestral basis student projection and faculty performance;

Recommends faculty development programs and initiates to the Department Chair in accordance with the priority of the program and the University;

Performs other functions expected of a supervisor which may be assigned from time to time by the Chair and/or Dean.

ARTICLE 15. The Director of Research

1. General Function

Administers and supervises all the research programs and activities of the University.

2. Relationships

- | | |
|---------------------|--|
| 2.1 Appointed by: | The University President as confirmed by the BOR
upon the recommendation of Selection Board |
| 2.2 Reports to: | The Vice President for Academic Affairs |
| 2.3 Supervises: | Institute Research Coordinators
Research and Technical Staff |
| 2.4 Chairs: | Institute Research Coordinators
Research and Technical Staff |
| 2.5 Is a member of: | The Academic Council
Research Council |

3. Duties and Responsibilities

3.1 General

Takes charge of the research programs and activities of the University

3.2 Specific

Supervises and evaluates those in-charge of research and development in the fields of metals and engineering, energy and transportation, environmental management and protection, business and industries, health and health related disciplines, food technology and security, information and communications technology, social and behavioral sciences.

Prepares the annual and long-term plans of the Research Council.

Re-adjusts and resets annual and long-term plans, if and when conditions warrant so.

Defines the duties and responsibilities of the RDO personnel.

Develops policies and procedures to facilitate the functions of the Research Council, subject to the approval of the Office of the President.

Exercises disciplinary powers over officers and employees under the office of Research and Development Services.

Programs and implements various stages of all research projects.

Prepares periodically updated indices of available information stored at the Research Council.

Receives and reviews research project proposals submitted by the various University's/institutes prior to referral to the Office of the Vice President for Academic Affairs.

Prepares and submits to the Office of the Vice President for Academic Affairs reports pertinent to the findings of any given research project.

Conducts consultation sessions with offices and University's seeking assistance in research projects.

Establishes contacts and negotiates for possible project funding.

Coordinates the publication and dissemination of research materials through teaching materials, textbook and research forum.

Prepares the budget for the operations of the office and suggests other plans and activities related to existing programs.

Supports faculty research applications.

Develops and/or supports institutional research grants.

Acts as key liaison officer of funding agencies to institution and faculty.

Plans and coordinates professional development activities for faculty research and other scholarly activities.

Provides information on research and scholarly activity funding.

Responsible for ensuring that the University complies with requirements of funding agencies.

Coordinates support for technology transfer.

Initiates commercialization of matured technologies.

Performs other tasks as may be assigned by the President.

ARTICLE 16. The Director of Extension Services

1. General Function

The Director coordinates, consolidates and oversees the extension programs of the University in coordination with the Director of Research and Development Services. He is also charged with the functions of planning, directing, monitoring and evaluating University extension activities.

2. Relationships

2.1 Appointed by: The University President as confirmed by the BOR
upon the recommendation of Selection Board

2.2 Reports to: The Vice President for Academic Affairs
The University President

2.3 Supervises: Multi Skills Training
Community Services
Evening Opportunity Classes

2.4 Chairs: Institute Extension Services Coordinators

2.5 Is a member of: The Academic Council

3. Duties and Responsibilities

3.1 Specific

Recommends general policies and guidelines in extension services to the Board of Regents of the University

Formulates general plans for the extension programs for the University

Guides, plans, directs, coordinates, monitors and evaluates the extension projects of the University

Prepares and submits reports and recommendations on extension projects to the Vice President for Academic Affairs

Conducts direct extension projects with the same benefits and responsibilities as the other extension workers

Assists in the establishment of linkages with GO's and NGO's for possible funding sources

Represents the Office of the University Extension Services in institutional, professional, social and other activities

Performs other functions inherent to his position

ARTICLE 17. The Director of Student Affairs

Section 1. The Director of Student Affairs shall be designated/appointed by the University President and confirmed by the Board of Regents as the case may be, who shall coordinate the operation of units in-charge of registration, student, personnel services, student health, student organizations, student center, student residence (if any), sports, guidance, counseling, placement, cultural, scholarship grants, and other extra-curricular activities subject to the general supervision of, and under such regulations as may be promulgated by the University President.

Section 2. The Director of Student Affairs is mandated to:

- (a) Formulate and implement strategic plans of student testing and admission, guidance and counseling, vocational aspirations, placements, year round activities and a host of related curricular/extra class programs;
- (b) Evaluate, accredit and recognize student organizations whose objectives, constitution and by-laws are non-subversive and geared towards institutional brotherhood, camaraderie and productivity;
- (c) Cause the election of all class and student body organizations within one (1) month after opening of classes;
- (d) Respond to the recurring problems of students such as housing and accommodations, labor athletics, military, training scholarships, discipline, placement of graduates, performances, finances, etc., needing immediate attention; and
- (e) Perform other duties and responsibilities as may be delegated by higher authorities.

ARTICLE 18. The Director of Auxiliary Services

Powers and Duties of the Director, Auxiliary Services:

- a. Exercises direct supervision over those in-charge of, and those working in the following units University Cafeteria, Dormitory, Production and Business Enterprise, Medical Dental Services.
- b. Supervises the financial aspect of income-generating projects such as cafeteria, dormitory, production and other business enterprises.
- c. Recommends to the Office of the University President through the Office of the Vice President for Administration and Finance possible business ventures for additional income for the University subject to the approval of the Board of Regents.
- d. Recommends policies to the Office of the University President through the Office of the Vice President for Administration and Finance for the proper identification of priority infra projects and repair.
- e. Exercises disciplinary powers over officers and employees under the Office of Auxiliary Services.

- f. Prepares the budget for the operation of the office and suggest other plans and activities related to existing programs.
- g. Performs other tasks as may be assigned by the President.

ARTICLE 19. The Director of Administrative Services

Powers and Duties of the Director of Administrative Services:

- a. Exercise direct supervision and control over administrative employees and those in-charge of the Human Resource Department Office, Legal Services, Security Unit and Property and Procurement Services, Physical Plant and Infrastructure and General Services.
- b. Executes/implements policies and instructions governing the operations of the administrative sector of DHVTSU.
- c. Issues administrative memorandum necessary for the efficient administration of offices under his jurisdiction.
- d. Coordinates and provides a system of continuing evaluation of administrative programs of DHVTSU.
- e. Maintains an up-to-date profile of DHVTSU employees.
- f. Exercise disciplinary powers over officers and employees under the Office of Administrative Services.
- g. Prepares and submits appointment papers and plantilla of DHVTSU employees to the Civil Service Commission and Department of Budget Management, respectively, and other concerned government agencies.
- h. Takes charge and monitor the compensation, benefits and privileges that may be enjoyed by DHVTSU employees as provided by law.
- i. Promotes and ensures the welfare of DHVTSU employees pursuant to pertinent laws
- j. Prepares the budget for the operation of the office and suggest other plans and activities related to existing programs
- k. Performs other tasks as may be assigned by the President

ARTICLE 20. –a The Director, Planning and Development. The Director of Planning and Development shall be confirmed by the Board of Regents upon the recommendation of the President of the University, unless otherwise the President is empowered by the Board to appoint. His term of office shall be for a period of four (4) years or until sooner terminated subject to reappointment for another term.

ARTICLE 20.-b Powers and Duties of the Director of Operations, Planning and Development

- a. Assists the President in issuing orders, regulations and other issuances relative to matters under the jurisdiction of the Office of Operations, Planning and Development;
- b. Outlines the program of work on matters pertaining to the planning and programming of the operations of DHVTSU pursuant to the approved development plans and programs of the government;
- c. Monitors the activities and projects undertaken by other offices and University's of DHVTSU as the President tasked them;
- d. Supervises and evaluates the operation of the Management Information System Office;
- e. Establishes data about organizations, programs, activities, linkages and other related operations vital to functional management;
- f. Reviews and conducts evaluation for periodic modification of goals/targets established in the strategic plan to conform with the changing times;
- g. Coordinates with all units heads of the University and causes the preparation of reports;

- h. Reviews and evaluates feasibility studies on proposed income generating projects and other University ventures prior to consideration for funding and implementation;
- i. Formulates, with other proper bodies, the medium-term and long-term development plan of DHVTSU in accordance with the DHVTSU Charter, regional and national development goals;
- j. Coordinates, directs, supervises and evaluates implementation of the development plans, programs and projects of DHVTSU;
- k. Exercises disciplinary powers over officers and employees under the Office of Operations, Planning and Development;
- l. Reviews and updates the approved Institutional Development Plan after four (4) years of implementation;
- m. Prepares the budget for the operation of the office and suggest other plans and activities related to existing programs; and
- n. Performs other tasks as may be assigned by the President.

ARTICLE 21. -a Director, Sports and Physical Development. The Director of Sports and Physical Development shall be appointed by the University President through the recommendation of a duly constituted Search Committee, and confirmed by the Board of Regents. He shall serve for a period of four (4) years or until terminated.

ARTICLE 21. -b Powers and Duties of the Director for Sports and Physical Development

- a. Recommends policies and programs on the promotion and appreciation of sports and physical development;
- b. Coordinates and oversees sports clinics for both employees and students;
- c. Designs a sports and physical development plan for both employees and students;
- d. Prepares the budget for the operation of the office and suggests other plans and activities related to existing programs;
- e. Recommends to the Office of the President through the Vice President for Academic Affairs the persons in-charge of various sports disciplines;
- f. Exercises disciplinary powers over officers and employees under the Office of Sports and Physical Development;
- g. Serves as liaison officer of the University to conferences, workshops and other activities related to sports and physical development; and
- h. Performs other tasks as may be assigned by the President.

ARTICLE 22.-a Director, Arts and Cultural Development. The Director of Arts and Cultural Development shall be appointed by the University President and confirmed by the Board of Regents. He shall serve for a period of four (4) years or until terminated.

ARTICLE 22.-b Powers and Duties of the Director for Arts and Cultural Development.

- a. Recommends policies and programs on the promotion and appreciation of arts and culture;

- b. Prepares the budget for the operation of the office and suggest other plans and activities related to existing programs;
- c. Implements programs for the restoration, enhancement, and preservation of culture and arts in the University;
- d. Recommends to the Office of the University President through the Vice President for Academic Affairs the persons in-charge of various cultural activities;
- e. Serves as liaison officer of the University to conferences, workshops and other activities related to arts and culture;
- f. Exercises disciplinary powers over officers and employees under the Office of Arts and Cultural Development; and
- g. Performs other tasks as may be assigned by the President.

ARTICLE 23. The Registrar

The University Registrar shall be appointed by the President upon the recommendation of the Selection and Promotion Board, and confirmed by the Board of Regents.

Powers and Duties of the University Registrar:

- a. Takes charge of registration and enrolment.
- b. Issues records on schedule of classes and major examinations.
- c. Keeps and signs student scholastic records.
- d. Prepares and signs diplomas, awards and certificates, catalogues, directories, and relevant announcements.
- e. Prepares the academic calendar in accordance with CHED memorandum.

- f. Prepares the budget for the operation of the office and suggests other plans and activities related to existing programs.

ARTICLE 24. The Librarian

Section 1. The Librarian shall manage operation of unit activities to insure that proper library services to the University students, faculty and outside clientele on the one hand, and personal needs of unit personnel on the other, are met to ensure effective/efficient implementation of services.

Section 2. He shall cause continuous enrichment of resources, methodologies, and techniques for the development/improvement of unit activities.

Section 3. He shall represent the unit in appropriate bodies/offices, chair staff meetings and cause resolution of conflicts in accordance with established policies and sound management/operation practices.

ARTICLE 25. The Treasurer/Cashier

Section 1. The Treasurer of the Philippines (Secretary of the Budget) shall be the ex-officio treasurer/cashier of DHVTSU.

ARTICLE 26. DHVTSU Security Force

Section 1. A DHVTSU Security Force shall be maintained. Recruitment/selection shall be in accordance with civil service decree and rules. DHVTSU security force shall be from a reputable security agency.

Section 2. Applicants for the position of security guards shall undergo a thorough physical and mental check-up by DHVTSU health services and should pass a psychiatric examination to be conducted by a competent psychiatrist chosen by DHVTSU.

CHAPTER 8

FUNCTIONS OF THE OFFICERS OF THE ADMINISTRATION

ARTICLE 1. All officers of administration and offices function primarily for the purpose of serving DHVTSU'S educational program. Their relationship with the faculty

should, therefore, be on the basis of sympathetic and intelligent interest in the work of all divisions/departments/units with due consideration to the policies and needs of DHVTSU as a center of learning.

ARTICLE 2. All officers of the Administration whose duties are not specifically defined by the Board of Regents shall perform the duties implied by their titles/positions; and this applies also to those assigned by the President and the Board of Regents from time to time.

CHAPTER 9
TERMS AND CONDITIONS OF EMPLOYMENT
ACADEMIC STAFF

ARTICLE 1. Composition

Section 1. The DHVTSU academic staff shall be composed of the teaching staff and non-teaching staff, as defined hereafter.

Section 2. The members of the academic staff shall be classified as regular and non-regular members of the faculty as defined hereafter (Education Act of 1982).

Section 3. The regular members of the faculty shall include the following categories, who may serve full time or part-time:

- (a) professors
- (b) associate professors
- (c) assistant professors; and
- (d) instructors

Section 4. The non-regular members of the faculty shall include the following categories, who shall serve in accordance with the terms and conditions of their appointment:

- (a) visiting faculty;
- (b) exchange faculty;
- (c) lecturer; and

(d) others, whose designation shall be determined at the time of their appointment.

Section 5. The members of the academic non-teaching staff shall include the following categories:

- (a) research personnel such as researchers, research aides, research assistants, research associates;
- (b) professional extension workers;
- (c) guidance counselors;
- (d) professional librarians;
- (e) technical specialists such as training specialists, information specialists, labor education officers, legal education officers, and related technical position; and
- (f) other academic non- teaching employees, ranks and under the foregoing categories as necessary.

Section 6. The Board of Regents may sub-classify a rank under the foregoing categories as necessary in accordance with existing laws.

Section 7. Re-appointments to any non-regular positions shall not create a right to another re-appointment or tenure of office.

ARTICLE 2. Qualifications

Section 1. All appointments to the academic staff shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or political affiliations of the academic staff or DHVTSU be made references.

Section 2. Members of the regular faculty shall be exempt from the requirements of civil service eligibility as a pre-requisite for appointment.

Section 3. Appointment and promotion in the academic staff shall be made in accordance with National Budget Circular No. 461 with such criteria, rules, procedures, and other guidelines, including a standardized schedule of academic staff positions and salaries as may be prescribed, approved and revised from time to time by the Board of Regents.

Section 4. All appointments to part-time positions in the academic staff of those who have full time appointment in other agencies of the government shall be made only upon written permission from the agency concerned, provided that if they are also

teaching in other schools, the total teaching load shall be within the maximum allowable limit provided by law.

Section 5. DHVTSU shall discourage nepotism in appointments to the academic staff except in cases, where its interests require otherwise and the Board of Regents so decides.

Section 6. No person shall be eligible for appointment or reinstatement as a regular member of the faculty during the term of which he had been elected to any political office.

Section 7. No person who filed and withdraws his candidacy or has been defeated as a candidate for any political office on election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after election.

Section 8. No person shall be appointed to the faculty on a full time basis if said person is employed in another institution except under consortium arrangements. Provided, that when immediate arrangements of the institution justifies the appointment; and no other applicant approximates the needed high professional and scholastic competence and expertise, such person may be appointed on a year to year basis until another, who possesses the desired competence and expertise is available for regular appointment.

Section 9. All members of the faculty shall be appointed by the President subject to confirmation by the Board of Regents.

Section 10. The DHVTSU President shall appoint, subject to the confirmation of the Board of Regents, any faculty member to the rank of University professor or its equivalent from among the full professors. A university professor (or its equivalent) must be an outstanding scholar, scientist, or artist, must have expert knowledge in at least one field and a broad understanding of other branches of knowledge, and must be nationally, and/or internationally recognized in his field.

Section 11. No teaching or non-teaching personnel who resigned or separated from the service whose age is beyond fifty seven (57) years old shall be re-appointed, re-employed or reinstated without authorization from the Civil Service Commission.

ARTICLE 3. Terms and Conditions of Appointment

Section 1. The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person shall be so informed in writing at least sixty days (60) before the termination date.

Section 2. An appointment with tenure may be terminated only by resignation, death or removal for cause after due process.

ARTICLE 4. Compensation

Section 1. Full time and part-time members of the faculty shall receive compensation on the basis of fair and systematic schedule as approved by the Board of Regents as recommended by the DHVTSU President and after due consultation with the faculty of its representative organization(s).

Section 2. Lecturer shall be paid for each hour of actual service and for each final examination in accordance with schedule approved by the Board of Regents.

ARTICLE 5. Promotions

Section 1. In determining promotions in the faculty, careful consideration shall be given to the following factors:

- (a) the teaching ability of the candidate;
- (b) his research competence and productivity;
- (c) scholarly performance;
- (d) dedication to service;
- (e) evidence of educational interest and marked academic growth;
- (f) community extension services; and
- (g) moral integrity

In addition to the foregoing criteria, no person may be appointed or promoted to full professorship unless his records show outstanding achievement.

ARTICLE 6. Academic Freedom of Teachers

Section 1. Members of the teaching staff shall enjoy academic freedom.

Section 2. Academic freedom is the right of the teacher to teach the subject of his specialization according to his best lights to hold, in other subjects such ideas as he believes sincerely to be right; and to express his opinions on public questions in a manner

that shall not interfere with his duties as a member of the faculty or jeopardize his loyalty to the University that employs him. Within this specific frameworks, the following principles are hereby declared:

(a) DHVTSU shall not impose limitation upon the teacher's freedom in the exposition of his own subject in the classroom or in addresses and publications;

(b) DHVTSU shall not place any restraint upon the teacher's freedom in the choice of subject for research and investigation undertaken on his own initiative;

(c) Furthermore, DHVTSU shall recognize that the teacher in speaking or writing outside of the University upon subjects beyond the scope of his own field of study, is entitled to the same freedom as all other citizens and is subject to the same responsibilities as such.

Section 3. No teaching personnel in DHVTSU shall inculcate certain tenets in any of his teachings, nor use his position directly or indirectly to influence students or attendance at DHVTSU for or against any particular church or religious sect, ideology or political party under penalty or dismissal by the Board of Regents.

If the conduct of a teacher in his classroom or elsewhere should give rise to doubts concerning his fitness for his position, the question shall in all cases be submitted first to an investigation committee of the faculty appointed by the President of DHVTSU, and in no case shall any member of the teaching staff be dismissed before the normal termination of his period of appointment to faculty and/or administrative positions without full and open hearing by the Board of Regents should he desire it, and only sufficient reason.

Section 4. DHVTSU shall assume no responsibility for views expressed by members of its staff and the faculty members themselves shall make clear that they are expressing their personal opinions.

ARTICLE 7. Tenure and Rank

Section 1. The initial/original appointment in DHVTSU to a faculty rank shall be temporary for a period not exceeding two years.

Section 2. A temporary appointment shall be renewed from year to year in no case exceeding two years at the end of the month in which a faculty member shall be

recommended of a permanent status provided he has earned a master's degree at the time. If not, he can be terminated.

Section 3. Instructor - An instructor shall be provided the rank of Assistant Professor with tenure, provided, that he earns the equivalent points commensurate to the rank as prescribed by the National Budget Circular No. 461.

Section 4. Assistant Professor –The appointment to the rank of Assistant Professor shall be commensurate to the rank as prescribed by the National Budget Circular No. 461.

Section 5. Associate Professor – The appointment to the rank of Associate Professor shall be commensurate to the rank as prescribed by the National Budget Circular 461.

No person without doctoral degree or professional degree requiring at least six (6) years of academic work or equivalent professional achievement shall be initially appointed to the rank of Associate Professor.

Section 6. Professor – The appointment to the rank of Professor shall be commensurate to the rank as prescribed by the National Budget Circular No. 461.

Only distinguished scholars/artist/scientists of the highest academic and/or professional achievements recognized by relevant national and/or international bodies shall be initially appointed to the rank of Professor.

Section 7. Nothing herein provided shall preclude DHVTSU from extending appointments to the faculty on a contractual basis for a fixed term in special cases in accordance with law.

Section 8. The same requirements herein specified shall apply to promotions to those aforementioned ranks, except that tenure already earned shall be respected.

ARTICLE 8. Resignation

Section 1. No resignation by a faculty member shall take effect sooner than thirty (30) days after same shall have been filed and submitted in writing to the President through channels, unless sooner approved by the President.

ARTICLE 9. Fellowships

Section 1. Regular Fellowships (Full)

- (a) Fellowships for faculty development shall be created on the basis of the greatest need of and usefulness to DHVTSU;
- (b) Fellowships shall be awarded by the President of DHVTSU upon recommendation by the Head of the unit concerned, to the most able, promising and deserving in the line of study selected;
- (c) Save in exceptional cases, no member of the faculty above the rank of Assistant Professor shall be appointed to a University Fellowship.

Section 2. Partial Fellowships

- (a) Members of the faculty who have obtained fellowships or scholarships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the DHVTSU President and approved by the Board of Regents.
- (b) A member of the faculty, receiving any offer of financial aid from any person or organization in the form of fellowships, graduate or research assistantships, or other kinds or remunerative employment, to be able to pursue advanced or special studies abroad, must obtain the approval of DHVTSU President and the Board of Regents.

Section 3. Local Fellowships

- (a) The heads of units may recommend to the DHVTSU President promising members of the faculty who may be appointed as local fellows by the President to enroll in DHVTSU for advanced degrees in the graduate program;
- (b) All candidates for fellowships shall pass a physical, medical and other necessary examinations by the DHVTSU health services or equivalent government health agency;
- (c) Recipients of DHVTSU fellowships shall sign a contract under such terms and conditions to be determined by the President and subject to approval of the Board of Regents.

Section 4. Exchange Professorships

(a) Exchange arrangements and consortia may be made with institutions of recognized standing, both local and foreign. The DHVTSU President, upon approval of the Board of Regents, may allow exchange professorships with accredited institutions of higher education for a period of one (1) year, renewable for another year;

(b) In addition to his regular salary, an exchange professor assigned abroad or elsewhere may be given such assistance as well enable him to maintain the dignity of his position in his place of assignment.

Section 5. Visiting Professorships

(a) The DHVTSU President, upon approval of the Board of Regents, shall appoint visiting professors who shall serve DHVTSU for some special purposes for a period of one (1) year renewable for another year;

(c) The President may appoint professors from DHVTSU as visitors to other institutions of recognized standing by special arrangements and conditions mutually acceptable to both institutions.

The DHVTSU shall make adequate provisions in its yearly budget to ensure the implementation of the foregoing sections of Article 9.

ARTICLE 10. Faculty Work Load

Section 1. Faculty work load shall consist of teaching (whether lecture or laboratory) research, or a combination of teaching and any or several of the following fields: research, extension work, authorized graduate studies, supervision, and other equivalent work deemed appropriate.

CSC General Policy

Faculty members, except those covered by special laws, shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week, exclusive of time for lunch. The forty hours a week may include time for teaching, student consultation, research and extension work, and other activities relevant to teaching, eg. Preparation of lessons, checking of papers, etc., which shall be left to the discretion of the governing board of the SUC.

Section 2. A faculty member must have a maximum work load equivalent to:

- a) 24 contact hours, one (1) preparation for those handling academic subjects without laboratory

- b) 27 contact hours, one (1) preparation for those handling subjects with Laboratory (Computer, HRM & Drawing)
- c) 30 contact hours for those handling Drawing & Shopwork

Faculty work loads stated above include number of preparations, advisorship if there are any.

The above cited work loads may be increased or decreased depending on the financial capability of the University. For the purpose of computing teaching load, one hour lecture shall be equivalent to ½ laboratory hours.

Section 3. Full time faculty members shall devote at least ten (10) hours a week of consultation with students, part-time faculty members and those on a non-regular basis shall allot a proportionate amount of time for the same purpose.

Section 4. Load credits for non-teaching. Non-teaching activities shall be credited for purpose of faculty workload in accordance with the following rules:

- (a) The maximum load credit for research work, creative or any form of productive scholarship on community service shall be six (6) units per semester;
- (b) The maximum load credit for authorized graduate studies shall be six (6) units per semester; Provided, that a faculty member, authorized to pursue graduate studies, shall not undertake any other non-teaching activity; Provided, further that credits granted for authorized graduate studies shall be used for computing overload teaching honorarium; Provided, however, that the faculty member's teaching load shall be reduced by the same number of units, but by not more than six (6) in which he is enrolled for study ; and provided, furthermore, that a faculty member working on his master's thesis or doctoral dissertation shall be granted study leave with pay of normally one-half calendar year for a master's thesis and one calendar year for a doctoral dissertation, or on a half load six (6) units for not more than three (3) calendar years for a dissertation, whichever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service; Provided, finally, that the foregoing shall not apply in the case of local or foreign fellowships/programs.

Graduate studies authorized under local or foreign fellowships shall not be governed by the provisions of Article 10 Section 5 but by proper rules and contracts prescribed therefore.

(c) The following schedule of load credits shall apply to administrative work performed by members of the faculty covered by official appointment:

	Acad. Subj. w/o Lab	Physical Sci. & Nat. Sci. w/ Lab	Acad. Subj. w/ Lab (incl. Comp., HRM & Drawing	Drafting & Shopwork
Regular Loads	21/1	24/1	27/1	30/n
With Administrative Duties				
Deans	6/1	9/1	9/1	
Assistant Dean	12/1	15/1	15/1	18/1
Directors	9/1	12/1	12/1	15/1
Chairs	15/1	18/1	18/1	18/1
Coordinators	18/1	21/1	21/1	21/1

Section 5. Overload teaching officially approved workload in excess of twenty-one (21) units shall be entitled to an honorarium subject to existing rules and policies and the availability of funds.

Section 6. Thesis/Dissertation Advising – Faculty members who are assigned as advisers of student for thesis/dissertation shall be entitled to honoraria in accordance with DHVTSU rules and regulations.

Section 7. Deans or equivalent heads of units shall submit to the DHVTSU President for his approval the names of faculty members for whom non-teaching credit is allowed, as well as the names of those entitled to honoraria for services beyond the normal work load requirements.

CHAPTER 10

EXTENSION SERVICES

ARTICLE 1. Scope

Section 1. Extension Services by various units of DHVTSU in support of its primary functions of teaching and research shall include the conduct of short-term non-degree courses, refresher or review classes, seminars, conferences, special trainings, or continuing education programs. These activities may be initiated by the units undertaken

at the request of person or agencies, whether foreign or domestic, public or private for conducting research, training, policy and other studies.

Such extension activities may be under the administration of DHVTSU or under any other arrangement feasible under existing policies of DHVTSU.

Section 2. Every member of the faculty or non-teaching personnel shall be encouraged to engage in the pursuit of the third function of DHVTSU which is extension service.

ARTICLE 2. Heads of units shall make semi-annual reports to the DHVTSU President through channels regarding extension services in the unit.

CHAPTER 11

OTHER ACTIVITIES

ARTICLE 1. Coverage

Section 1. Other activities of DHVTSU personnel shall include limited practices of profession, outside consultancy, special detail to government and other agencies, teaching in other educational or training institutions, and other activities or projects which are not considered integral function of DHVTSU.

Section 2. Permission to engage in outside activities shall for a period not exceeding one year, subject to yearly renewals at the discretion of the DHVTSU President upon the recommendation of the Dean/Director/Head or In-Charge of the office concerned.

Section 3. Outside activities that are over and above the regular work load in DHVTSU shall not exceed twelve (12) hours a week.

CHAPTER 12
FACULTY DIRECTORY

ARTICLE 1. Members of the faculty shall fill out every two (2) years or more often as the need arises, a prescribed form for the faculty directory to be kept at the Office of the Administrative Officer, whenever possible, such directory should be published.

CHAPTER 13
PHYSICAL EXAMINATION

ARTICLE 1. There shall be at least one complete annual free physical/medical examination of each of the faculty, officers and employees under the supervision or the head of the medical-dental unit of DHVTSU.

CHAPTER 14
WORKING HOURS

ARTICLE 1. General Provisions

Section 1. Full time faculty members shall render forty (40) hours a week, thirty (30) hours for teaching and quasi-teaching activities and ten (10) hours for consultation with students.

Section 2. Part-time members of the faculty shall carry out a work load of not more than twelve (12) hours/week and shall be available for consultation with students at least five (5) hours a week.

Section 3. Faculty members shall attend and actively participate in DHVTSU department/college faculty meetings.

Section 4. When the interest of DHVTSU so requires, the Dean/Director/Head/In-Charge of any office may request the President to extend the daily hours of work for any or all of the members of the faculty and employees under him, and may likewise require any or all of them to do overtime work not only on work days but also on holidays, provided, that such overtime work shall be compensated in accordance with law.

ARTICLE 2. Service Report

Section 1. Members of the academic non-teaching and administrative staff shall serve forty (40) hours a week and shall accomplish a daily time record to be submitted likewise at the end of the month to the Head/In-Charge of the unit for certification. Full time personnel of the medical-dental unit of DHVTSU shall be on duty according to a schedule as the exigency of the service requires.

Section 2. The following University officers are exempt from accomplishing service report/daily time record:

- (a) President or equivalent;
- (b) Vice President or equivalent;

CHAPTER 15

LEAVE PRIVILEGES

ARTICLE 1. General Provisions

Section 1. Leave privileges shall include but not limited to the following:

- (a) Sabbatical Leave;
- (b) Teacher's Leave;
- (c) Cumulative Leave;
- (d) Maternity Leave;
- (e) Leave Without Pay;
- (f) Privilege Leave;
- (g) Special Leave;
- (h) Forced Leave

ARTICLE 2. Sabbatical Leave

Section 1. To enhance scholarly pursuits and revitalize their academic and competence, as well as to contribute to the reserve knowledge of DHVTSU, Sabbatical leave shall be granted to permanent regular members of the faculty at least once every seven (7) years of continuous service regardless of rank (R.A. 4670).

Section 2. Sabbatical leave shall not be longer than one (1) year, with full salary, which may be commuted. In addition, if the Sabbatical leave is spent abroad full transportation and other expenses incidental to his leave privilege shall be provided by DHVTSU.

Section 3. DHVTSU shall make adequate provision in the yearly budget to ensure the implementation of the foregoing Article 2.

ARTICLE 3. Teacher's Leave

Section 1. Teacher's leave shall consist of vacation and sick leave. Teacher's leave shall be granted to full time and part time members of the faculty who do not normally perform administrative functions.

Section 2. A teacher shall automatically be on vacation leave with pay during the school vacations (unless he expressly stops to teach or tenders his resignation). In case, his services are needed during the summer, he shall be entitled to an honorarium or service credits in addition to his vacation pay.

Section 3. In addition to the foregoing vacation and sick leave with pay as provided for in sections relative thereto above, faculty members shall enjoy vacation leave with pay during the Christmas breaks.

ARTICLE 4. Cumulative Leave

Section 1. Cumulative leave shall be granted to regular members of the faculty and staff who regularly perform administrative functions construed to mean those functions that are necessary in the management of DHVTSU or any of its units.

Section 2. Faculty members who are engaged in such work as research or other assignments which involve work beyond their normal work load, and which prevent them from taking advantage of the teacher's vacation leave, both conditions being certified to by the appropriate Dean/Director/Head of the unit may enjoy cumulative leave status instead of teacher's leave. This privilege may be granted only when the assignment is covered by an appointment approved by the DHVTSU President for at least one academic year.

Section 3. After at least six (6) months of continuous, faithful, and satisfactory service, the person mentioned in Article 3, Section 2, shall be entitled to vacation and sick leaves both with pay and exclusive of Saturdays, Sundays, and holidays at the ratio of fifteen (15) days vacation leave and fifteen (15) days sick leave for each calendar year of service.

Section 4. Both vacation and sick leave shall be cumulative and any part thereof not taken within the Calendar Year in which it is earned shall be carried over to the succeeding years; and whenever any officer, faculty member, or employee referred to herein voluntarily resigns or is separated from DHVTSU through no fault of his own, he shall be entitled to the commutation of all accumulated vacation and/or sick leave to his credit: Provided further that the DHVTSU President, may, in his discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leaves of any permanently appointed officer or employee; Provided further, that no person whose leave has been commuted unless first refund the money value of the unexpired portion of the commuted.

Section 5. Sick leave shall be granted only on account of illness on the person concerned or any member of his immediate family; provided, that members of the family shall be those defined in Memorandum Circular 40, s. 1998.

ARTICLE 5. Maternity Leave

Section 1. Maternity leave shall be granted to women members of the faculty, officers and employees as necessary in addition to such leaves to which they may be entitled as provided in the preceding articles.

Section 2. Women employees shall be entitled to sixty (60) days maternity leave with pay in accordance with the provision of the Maternity Leave Law, Provided, that if the health of the mother and her child so warrants as evidenced by a medical certificate, and her services are urgently needed, the DHVTSU President may reduce the leave after delivery from sixty (60) days to thirty (30) days and provided; further, that in special cases the President may waive the provisions, of the preceding clauses if the health of the mother and her child so warrants as evidenced by a medical certificate, but in no case shall the period of leave be less than thirty (30) days before and after delivery

and Provided; finally, that the unused portion of the maternity leave shall be treated as vacation service credits (BPS Circular No. 29,s. 1960).

ARTICLE 6. Leave Without Pay and Unexplained Absence

Section 1. Leave of absence without pay, not to exceed one year, shall be granted for good cause, the application for leave to be filled well in advance so that said leave will not interfere with work at DHVTSU, provided, that the employee concerned has no accumulated leave to his credit.

Section 2. An Officer or employee of DHVTSU who absents himself for an unreasonable period of at least thirty (30) days without an approved leave (AWOL), can be dropped from the roll through recommendations to Civil Service Commission's regional office without prejudice to the filing of administrative disciplinary action against him should he seek reinstatement in the government service. The thirty (30) days referred to herein is inclusive of Saturdays, Sundays and holidays. (CSC Res. No. 81-738, A. 1982).

ARTICLE 7. Military Service Leave

Section 1. Military service leave shall be granted to members of the faculty, officers and employees as necessary.

Section 2. Any person mentioned in Section 1 who may be called in accordance with the National Defense Act or any other law for trainee, instruction, or for regular active duty training shall be paid his salary during his absence for such purposes.

Section 3. Any person mentioned in Section 1 who goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, shall apply for leave of absence. In case the leave application is approved, he shall draw no compensation from DHVTSU during his absence; Provided that such absences shall not curtail his vacation and sick leave privileges in DHVTSU.

Section 4. Other leaves and benefits granted by the Civil Service Law. Implementing Rules and Regulations, Memos and Circular such as Paternity Leave, Birthday Leave and others shall likewise be granted to all faculty and personnel.

CHAPTER 16

SPECIAL DETAIL

ARTICLE 1. Scope

Section 1. A member of the academic staff or administrative staff may be assigned by the DHVTSU President on special detail elsewhere in the Philippines or abroad for the benefit of DHVTSU or any of its units, and under certain conditions to be fixed by him in each case; Provided, that a faculty member who is married at the time of the detail shall be granted an additional monthly family allowance to commence from the date of departure up to the date of return to DHVTSU.

Section 2. Upon the request of another agency or entity of the government and when the resources of DHVTSU so permit, DHVTSU personnel may be authorized to go on special detail with the requesting agency, subject to the following conditions:

(a) No special detail shall be authorized for a period of more than one (1) year at a time; and

(b) Renewal shall be granted only in exceptional cases as determined by DHVTSU President.

Section 3. The foregoing rules on special detail shall not apply to special detail abroad to any staff member enjoying fellowship and similar arrangements.

Section 4. With respect to members of the faculty and non-academic personnel who accept career positions in the government or government-owned or controlled corporations; a leave of absence or special detail of one (1) year may be renewed only once.

Section 5. Persons granted special detail shall submit a complete and detailed report of their work within forty five (45) days after their return to duty.

Section 6. Special detail of any personnel of DHVTSU shall be for the good of the service and with the consent of the person concerned.

CHAPTER 17
SPECIAL SERVICE LEAVE

ARTICLE 1. Special service leave not exceeding four (4) years may be granted to members of the faculty who accept, on a temporary basis, government positions which are primarily confidential, policy-determining of highly technical, tenure of which is usually terminable at the pleasure of the appointing power; Provided, however, that members of the faculty appointed to said government positions shall be entitled to leave of absence from DHVTSU co-terminus with such a government assignment.

ARTICLE 2. Nothing in the foregoing rule shall preclude a professor on special service leave to continue serving DHVTSU as professional lecturer or consultant in any of the units of DHVTSU as may require his service.

CHAPTER 18
STUDY PRIVILEGES

ARTICLE 1. Members of the faculty, officers and employees shall have the privilege of enrolling in DHVTSU for not more than nine (9) units for masteral courses, have 50% discount from tuition fees, provided, that the courses in which they are enrolled shall redound to the benefit of their regular work in DHVTSU. In the case of non-teaching personnel, the courses shall be taken after office hours.

ARTICLE 2. Legitimate children, wife or husband of permanent full time faculty and personnel including those on daily wage basis who have served continuously for a period of not less than five (5) years in DHVTSU, shall be exempted from payment of tuition fees, upon enrolment subject to renewal from semester to semester if they pass at least twelve (12) units or three-fourths of the total units enrolled with a grade average of either 80/2.5 or better, in the last school year/semester attended; Provided, that the corresponding tuition fees for failed subjects shall be paid for.

CHAPTER 19
INSURANCE AND RETIREMENT

ARTICLE 1. DHVTSU shall participate in the Government Service Insurance System (GSIS). However, it may augment for its faculty and employees by means of an equitable schedule, the renewals and benefits available under the GSIS.

ARTICLE 2. In case of leave of absence of members of the faculty and other personnel of DHVTSU without pay, DHVTSU shall pay the government share in the life insurance premiums corresponding to the first year of leave. Thereafter, the person concerned, except in meritorious cases shall pay both the personnel and government shares.

CHAPTER 20
RETIREMENT PRIVILEGES OF ACADEMIC STAFF

ARTICLE 1. A retired faculty member with the rank of full professor emeritus shall be granted to all DHVTSU faculty subject to the following conditions:

(a) He must have rendered at least twenty (20) years of active and faithful service to DHVTSU; and

(b) He must have achieved marked distinction as a productive scholar, scientist, artist or educator or is widely acknowledged as an effective and dedicated teacher.

ARTICLE 2. A special committee appointed by the President of DHVTSU among members of the faculty in active duty shall be responsible for evaluating nominations of retired professors for Emeritus appointment. The Committee shall submit its recommendation (s) through the President of the Board of Regents for approval.

CHAPTER 21
AWARD OF MERIT

ARTICLE 1. Recognition of merit shall be presented to members of the academic and non-academic staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to DHVTSU upon their voluntary resignation/retirement from the service after at least fifteen (15) years. The recognition of merit shall be signed by the President and the Dean/director/Head of the unit of the awardee and issued on date following the last day of active service on appropriate occasion. Appropriate service pin shall be awarded to faculty and employees in accordance with the Civil Service Law who have rendered twenty (20) years, thirty (30) years and forty (40) years of service.

CHAPTER 22
HOUSING AND GUEST HOUSE

ARTICLE 1. DHVTSU shall as far as practicable, provide adequate and convenient housing for its students, academic, and non-academic personnel as well as guests and visitors, respectively, by reserving and developing a portion of its campus and/or off-campus sites and buildings for the purpose. The administrators shall implement this provision by tapping both public and private sources of funding.

CHAPTER 23
COURSING OF COMMUNICATIONS

ARTICLE 1. Official communications shall follow the regular channels, except where the intermediate officials will not give the communication due course, the faculty member or employee may send this directly to the official concerned.

CHAPTER 24
SUSPENSION AND REMOVAL

ARTICLE 1. No member of the faculty, officer or employee shall be suspended or removed except for cause and after due process.

ARTICLE 2. Notwithstanding the provisions of the preceding article, the President may preventively suspend any member of the teaching staff, officer or employee during the pendency of administrative charges against him but in no case to exceed beyond ninety (90) days after which such employee shall be automatically reinstated.

ARTICLE 3. The Board of Regents, upon recommendation of the President, may suspend or remove after due hearing faculty, administrative officers and employees. In all cases, where the decision of the Board is for the removal of the employee concerned, it shall automatically be forwarded to the Civil Service Commission for review without prejudice to further judicial remedies; Provided, that adverse decisions affecting academic and non-academic personnel shall be appeal able to the courts.

CHAPTER 25
FACULTY/EMPLOYEE ORGANIZATION

ARTICLE 1. An organization or association of faculty and non-academic staff shall submit to the President for approval a copy of its Constitution and By Laws.

Section 1. Rights and Privileges

In addition to the right provided for by Law, the following shall be enjoyed by the University personnel (Education Act 1982)

(a) The right of the faculty/employee to, as the case may be, be participants in decision-making at all levels of the University, shall be recognized and ensured;

(b) The right to free expression of opinion and suggestions and effective channels of communication with appropriate academic administrative bodies of the University;

(c) The right to be provided with free legal service by the appropriate government office when charged in an administrative, civil and /or criminal proceedings by parties other than the University or regulatory authorities concerned for actions committed directly in the lawful discharge of professional duties and/or defense or school policies;

(d) The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their welfare and defend their interest;

(e) The right to be free from involuntary contributions except those imposed by their own organizations;

(f) The right to be free from compulsory assignments not related to their duties as defined in their appointments or employment contracts, unless compensated therefore; conformably to existing law;

(g) The right to intellectual property consistent with applicable laws;

(h) The teachers shall be deemed persons in authority when in the discharge of lawful duties and responsibilities and shall therefore, be accorded due respect and protection; and

(i) The right to be accorded the opportunity to choose alternative career lines either in University administration, in the classroom teaching or other, for purpose of career advancement.

Section 2. Duties and Obligations

In addition to those provided for by law, all University personnel shall have the following duties and obligations:

(a) Perform their duties to the University by discharging their responsibilities in accordance with the philosophy, goals and objectives of the University;

(b) Be accountable for the efficient and effective attainment or specified learning objectives in pursuance of national development goals within the limits of available University resources;

(c) Render regular reports of performance of each student and to the latter's parents or guardians with specific suggestions for improvement;

(d) Assume the responsibility to maintain and sustain their professional growth and advancement and maintain professionalism in their behavior at all times;

(e) Refrain from making deductions in students' scholastic ratings for acts that are clearly not manifestations of poor scholarships; and

(f) Participate as agents of constructive social, economical, moral, intellectual, cultural and political changes in the University and the community within the context of national policies.

CHAPTER 26

GENERAL RESTRICTIONS AND OTHER REGULATIONS

ARTICLE 1. No member of the faculty, officer or employee of the University shall publish or discuss publicly the proceedings of the Board of Regents or its decisions not yet released for publication without the written permission of the President.

ARTICLE 2. No member of the faculty, officer or employee of the University shall publish or discuss publicly any information concerning a particular department, not released for publication, without the permission of its Dean or Director or Head, and the University President.

ARTICLE 3. No member of the faculty, officer or employee of the University shall publish or discuss publicly, charges or complaints against any member of the faculty, officer or employee concerning his official duties or his private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University for action before resorting to any remedy available to the complaining party.

ARTICLE 4. No member of the faculty shall enter into deals with any student of the University involving money, property or other valuable consideration which might influence the scholastic standing of the student.

ARTICLE 5. No textbook, whether printed or duplicated, shall be required as basic teaching material (textbook) in any class unless approved by the proper committee created by the University President.

ARTICLE 6. Members of the faculty shall be encouraged to accept invitations to speak at graduation exercises, special convocations, seminars, workshops, conferences and other similar activities for professional growth and community services and the time spent in going and returning from the same shall be counted as official. Unless other arrangements are made, transportation to and from the place shall be provided for by the University.

ARTICLE 7. Members of the faculty may invite a resource person who is not officially connected with the University to give a lecture or talk on any subject before their classes or any group of students with the permission of the Dean/Director/In-Charge or the University President. The University shall make adequate provision in its yearly budget to insure the implementation of this particular article.

ARTICLE 8. A faculty member may undertake research work under the auspices of an organization outside of the University with consent of his Chairman/Dean/Director/In-Charge, and the University President in the publication of such research. The University shall be credited side by side with the outside sponsoring organization.

CHAPTER 27
ADMINISTRATIVE STAFF
APPOINTMENT

ARTICLE 1. The existing Civil Service Law, as well as the rules and regulations issued pursuant thereto, including whatever measures the Board of Regents may adopt, within the context of these laws and rules, shall govern appointments of the administrative staff.

ARTICLE 2. All administrative officers, clerks and other employees of the University shall be appointed by the University President subject to the confirmation of the Board of Regents.

ARTICLE 3. Workers and other helpers in the maintenance of grounds and buildings of the University on daily wage basis shall be hired by the University President.

CHAPTER 28
OTHER PROVISIONS ON COMPENSATION

ARTICLE 1. All administrative officers, clerks, and other employees of the University shall be paid such salaries or wages fixed by the Board of Regents within the limits prescribed by existing laws and rules.

ARTICLE 2. Whenever a faculty member, receiving additional compensation for administrative services rendered in addition to his teaching duties, is absent for more than thirty (30) days, another faculty member duly appointed to perform such administrative duties, over and above his regular teaching load, shall be entitled to honoraria and other benefits authorized by the Board of Regents in accordance with existing laws.

ARTICLE 3. The promotion, transfer, detail, reassignment, reinstatement, reemployment, lay-off, reduction in force, separation or demotion and all other personnel actions affecting administrative personnel shall be governed by the rules and regulations promulgated by the Board of Regents in accordance with Civil Service decrees and rules.

ARTICLE 4. Disciplinary action against administrative personnel shall be governed by the rules and regulations promulgated by the Board of Regents in accordance with the Civil Service decrees and rules.

ARTICLE 5. Appeals from the decisions of the proper authorities affecting administrative staff shall likewise be in accordance with the rules and regulations promulgated by the Board of Regents within the limits prescribed by existing Civil Service decrees and rules.

CHAPTER 29
BUSINESS AND FINANCIAL ADMINISTRATION
ADMINISTRATION OF UNIVERSITY PROPERTY

ARTICLE 1. Supervision of Buildings and Grounds

Section 1. The University grounds and buildings shall be under the immediate supervision of the Vice President for Administration, Finance and Auxiliary Services or duly designated official who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds.

Section 2. The duties of the Property Custodian (Supply Officer) shall be those that are provided in the job description and the rules and regulations of the University.

Section 3. The University President shall promulgate rules and regulations for the use of buildings and premises of the University by individuals or by outside organizations in accordance with existing laws.

ARTICLE 2. Use of Buildings and Premises

Section 1. Recognized organizations of the University shall have priority in the use of a building or a portion of a building or any other property belonging to the University except those specifically provided by law. University organizations are those whose members are drawn from students, alumni, employees, or faculty of the University in accordance with the rules promulgated by the University President.

ARTICLE 3. Solicitation within the University Building or Grounds

Section 1. No solicitation for funds, canvassing for the sale of merchandise, subscription for securities, insurance, publication, sale of tickets, and any other promotional or charity schemes shall be conducted in the University's buildings or grounds without the previous approval of the University President or his duly authorized representative.

Section 2. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products, or the like, shall not be posted or placed in any of

the buildings or grounds of the University, without the written permission of the University President or his duly authorized representative.

ARTICLE 4. Responsibility for Movable Property

Section 1. Property officers shall be appointed for each unit to take custody and responsibility of the University's movable properties (equipment, supplies, etc.). If there is no employee for such accountability, it shall be the persons who have been issued such property who will be responsible. Property custodian or any administrative official having property responsibility shall be properly bonded in the Fidelity Fund in accordance with existing rules and regulations.

Section 2. No property of the University shall be taken from or used without prior written approval of the authorities concerned or his equivalent.

ARTICLE 5. Use and Operation of Government Motor Vehicles

Section 1. In general, all motor vehicles owned and operated by the University shall be constituted into a motor pool under the direct supervision and control of the University President or his representative. Provided, that the Board of Regents may authorize alternative mechanism to promote economic use of vehicles.

Section 2. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University and pertinent provisions of existing laws, rules and regulations, as well as Commission on Audit circulars on the matter.

ARTICLE 6. Administration of Other Related Business Enterprise

Section 1. The operation of business enterprise related to academic objectives of the University including land grants shall be administered in accordance with the rules promulgated by the Board of Regents.

CHAPTER 30
PROCUREMENT AND REQUISITION

ARTICLE 1. All procurements and requisitions shall be made in accordance with the provisions of existing procurement laws and other implementing rules of the University subject to accounting and auditing rules and regulations of the Commission on Audit.

CHAPTER 31
BIDS FOR UNIVERSITY PROJECTS

ARTICLE 1. All transactions of the University are subject to existing procurement and other pertinent laws.

CHAPTER 32
SALE AND DISPOSAL OF UNIVERSITY PROPERTY

ARTICLE 1. The sale or disposal of equipment or any property of the University shall be in accordance with existing laws, rules and regulations.

CHAPTER 33
UNIVERSITY BUDGET

ARTICLE 1. The annual budget of the University shall be prepared in accordance with budgetary policies of the government.

ARTICLE 2. Pending the approval of the annual budget for the ensuing year, the University should operate on the previous fiscal year's budget. The initial collections of the University from fees, and other sources shall be available for the purpose, subject however to the approval of the Work and Financial Plan by the Board of Regents.

ARTICLE 3. Income from tuition fees, other school charges, land grants, business enterprises and other operating incomes as may be imposed and / or regulated by

governing boards, shall constitute a special trust fund for the use of the University subject to limitations as set forth by the Board of Regents.

ARTICLE 4. No transfer of funds shall be authorized except in emergency cases, however, in these cases, the University President, with the approval of the Board of Regents, may direct the transfer of funds from one item to another, not exceeding ten per centum of the amount appropriated for such item, except appropriations intended for personal services which need not be limited to 10% subject to the following provisions; provided, that such shifting of funds may be covered by the same calendar year; provided, further, that the creation of new positions or increase of salaries shall not be allowed to be funded from budgetary savings except when specifically authorized positions are transferred from one unit or program or department within the University, the corresponding amounts or item(s) are also deemed transferred, without however, increasing total outlay for personal services of the University concerned; and provided, finally, that the University President may distribute the lump sum appropriation for “Sundry Expenses” to the different Universitys, units, departments of the University to supplement deficiencies in their budget allotments.

ARTICLE 5. No appropriation for labor shall be spent for other purposes; provided that this rule shall apply to services of students.

ARTICLE 6. The University President is authorized to order, in his discretion, the closing of accounts finished and dormant projects and to direct the reversion of any balance remaining to the original funds from which they were drawn or to the general unassigned funds of the University.

CHAPTER 34

INTERNAL MANAGEMENT CONTROL UNIT

ARTICLE 1. An internal management control system shall be established in the University that shall safeguard assets, analyze and evaluate the reliability and usefulness of financial data and determine the effectiveness of policies in the utilization of funds.

ARTICLE 2. The Internal Management Control Unit shall be under the direct supervision of the University President and independent from other system as they review the operations of other systems.

ARTICLE 3. The Internal Management Control Unit shall regularly monitor the findings and recommendation of the office or department under which the unit has a staff function.

CHAPTER 35

APPROVAL AND AUDIT

ARTICLE 1. All accounts and expenses of the University shall be audited by the Commission on Audits, and all disbursements shall be made in accordance with prescribed rules and regulations.

ARTICLE 2. All vouchers and warrants shall be submitted for approval to the University President or his authorized representative.

CHAPTER 36

TRAVELLING EXPENSES

ARTICLE 1. The incurrence of travel expenses for local travel shall be subject to the provisions of existing laws, rules and regulations pertaining to local travel.

ARTICLE 2. The University President shall provide a lump sum appropriation for each department to spend for “ Travelling Expenses of Personnel “. Such amount may be necessary for travel within the country for purposes of research, extension, community training, observation, or study and similar purposes.

ARTICLE 3. Expenditures for foreign travel shall be governed by existing laws.

CHAPTER 37

DONATIONS AND ENDOWMENTS

ARTICLE 1. All donations to the University in the amounts to be determined by the Board of Regents shall be accepted by the University President in the name of the Board unless when the same is onerous, in which case, the donations shall be submitted to the Board for approval.

CHAPTER 38

UNIVERSITY PUBLICATION

ARTICLE 1. The rates of subscription to University publication shall be recommended by the University President or other official designated by him, and approved by the Board of Regents and the income that may be derived therefrom, shall accrue exclusively to their operation, maintenance and support, subject to the existing rules and regulations and other pertinent laws.

ARTICLE 2. All exchange for University publications shall be turned over to the University Library.

CHAPTER 39

ACADEMIC CALENDAR AND CLASSES

CALENDAR

ARTICLE 1. The academic calendar shall be within the calendar issued by the Commission on Higher Education.

ARTICLE 2. Each semester shall consist of at least eighteen (18) weeks. Class work in the summer session shall be equivalent to class work in one semester.

ARTICLE 3. All class hours lost due to fortuitous events such as typhoons and earthquakes shall be made up for.

CHAPTER 40

SCHEDULE OF CLASSES

ARTICLE 1. Schedule of classes shall be prepared by the University Registrar in accordance with the academic calendar after consulting with VPs/Deans/Directors/ In-Charge, and approved by the University President.

CHAPTER 41

CLASS SIZE

ARTICLE 1. Unless otherwise authorized, the laboratory/University academic class shall not exceed fifty (50) students and the laboratory vocational class shall not exceed forty (40) students.

ARTICLE 2. Deviations from the above standards shall be subject to the approval of the duly constituted authorities of the University upon the recommendation of the VP for Academic Affairs/Dean/Director/In-Charge.

ARTICLE 3. When necessary, the University may limit its enrolment.

CHAPTER 42

DISMISSAL AND CHANGE OF SCHEDULE

ARTICLE 1. Classes in a department or unit shall not be dismissed by the Dean or Director or In-Charge without the authority from the University President except in cases of fortuitous events, for which a report shall be submitted to the University President. Unless otherwise specified, dismissal of classes shall not include dismissal of the faculty and other personnel.

ARTICLE 2. No faculty member shall meet his class or students for consultation at a time, date or place other than that designated for the purpose except when expressly authorized by the Dean/Director/In-Charge.

CHAPTER 43

COMMON POLICIES AND PROCEDURES ON ADMISSION, REGISTRATION AND ALLIED SERVICES AMONG SUC INSTITUTIONS

ARTICLE 1. The University hereby adopts the National Association of Registrars of State University and University's (NARSUC) formulated common policies and procedures for admissions, registration, validation/accreditation, evaluation, and graduation adopted and standardized as follows:

I. ADMISSION

A. New/Beginning Freshmen Students:

- (1) Students shall be accepted regardless of age, nationality, religious, beliefs or political affiliations;
- (2) Students must have graduated from recognized secondary schools;
- (3) Students must have complete and valid credentials;
- (4) Students must meet all the prescribed admission requirements of the University.
- (5) Students must qualify in the University Admission Test;
- (6) Students must qualify in the average grade requirement (GPA/GWA) set by the University or CHED;
- (7) Students must qualify in the interview;
- (8) Students must qualify in the physical or health examination;
- (9) Students must pledge to abide by and comply with all the rules and regulations of the University;
- (10) New/beginning freshmen students are not accepted during the Second Semester or Summer Term;

(11) Students must have not enrolled in any academic University subject/s prior to their enrollment as beginning freshmen; otherwise they shall be classified as transferees;

(12) Students enrolled in vocational courses or those not leading to a degree program are admitted as beginning freshmen.

B. Transferees:

(1) Must have complete and valid credentials.

(2) Must meet all the prescribed admission requirements;

- University qualifying test for transferees
- Average grade requirement (GPA/GWA)
- Copy of grades signed by the Registrar or OTR for reference purposes.
- Transfer credentials
- Interview
- Physical or health examination
- Certificate of good moral and character

(3) Must not have any outstanding failure in any academic subjects;

(4) Must not have any outstanding failure in any non-academic subjects (including ROTC/CWTS or any component of national service training program);

(5) Only students who have enrolled in any course leading to a degree program are admitted as transferees;

(6) Admission shall be on probation basis during the first term of stay in the University;

(7) Official Transcript of Record (OTR) shall be submitted prior to admission for the following semester otherwise, enrolment will not be allowed;

(8) Transferees from SUC institutions shall be admitted and treated as regular students in accordance with the existing policies of the University;

(9) Must pledge to abide by and comply with all the rules and regulations of the University;

(10) Admission of transferees is subject to availability of slot.

C. Foreign Students:

- (1) Must have complete and valid credentials.
- (2) Must meet all the prescribed admission requirements of the University and the course applied for:
 - University admission test
 - Certificate of completion of a secondary curriculum
 - Original transcript of records
 - Personal data
 - Affidavit of support
 - Alien certificate of registration (ACR)
 - Result of TOEFL
 - Student visa
- (3) Must meet the prescribed requirements by the DFA and the BID;
- (4) Must submit Certification of Proficiency in English based on TOEFL score (for non-native speakers of English);
- (5) A foreign student may be admitted based on availability of slot of the course applied for;
- (6) Admission of foreign students should be limited to specific courses.

Graduate Program:

- (1) Students are required to take the qualifying examination in the master's degree program and the doctoral program before being admitted in any graduate program.
- (2) For admission to the master's degree program, only student who graduated from baccalaureate level with at least an average rating of "2" or equivalent shall be deemed eligible for admission.
- (3) For admission to the doctoral program, only those students who are holders of the master's degree with at least an average rating of 1.75 or equivalent shall be eligible for admission.
- (4) Student whose average rating is below the requirement may be provisionally admitted to non-degree education with at least eighteen (18) academic units with an average rating of 2.0 in the master's degree program and of at least twenty one (21) academic units with an average rating of 1.5 in the doctoral degree program, subject to the approval of the Dean.

(5) Applicants for admission to the master's degree program and doctoral program shall be required to have the proper and corresponding undergraduate and graduate academic background, respectively, to qualify for admission. The satisfactory completion of eighteen (18) academic units in the former and twenty one (21) academic units in the latter shall be required for admission.

II. REGISTRATION

(1) Registration of students shall only be on regular registration period indicated in the academic calendar.

(2) A student is considered officially enrolled when he has paid his tuition and other fees duly validated by the Office of the Registrar.

(3) A student must be officially registered in order to receive credit for course work.

(4) Admission slip/clearance/TOR showing the scholastic standing of an old student is required as credential.

(5) A student is not allowed to enroll in more than one course during his stay in the University.

(6) Rules on sequencing of subjects (prerequisites) in the curriculum are observed and followed in enrolment.

(7) Registration of a returning student is dependent on his previous scholastic standing.

(8) Late registration fee is charged to a student who enrolls after the regular registration period for in the academic calendar.

▪ Academic Load

(1) The total number of units for which a student may register shall be in accordance with the curricular programs the student is enrolled in.

(2) During Summer Term, a student may register only in nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

(3) Only graduating students are allowed to take overload subjects in their academic standing.

(4) A graduating student may be permitted to carry a heavier load but not to exceed 28 units subject to approval by authorities concerned.

(5) Students who are scholastic delinquents are not allowed to have overloads.

(6) Load of transfer students shall be limited only to those subjects without prerequisite, until such time this subject had already been validated/accredited.

(7) The maximum study load of the regular students in the master's and doctoral programs shall not exceed 12 academic units per trimester.

However, graduating students may be allowed to increase their study load to 15 academic units per term for the master's degree program and 9 academic units per term for the doctoral degree program, subject to the approval of the Dean.

(8) The Dean may limit the academic load of students who are employed outside the institution whether full time or part time.

▪ Cross-enrolment

(1) Cross-enrolment should be done within the period of registration.

(2) Cross-enrolment is allowed in all curricular levels, provided these subjects are not offered in the institution, must have the same course description and number of units, and must not be a major subject.

(3) No student is allowed to cross-register in 2 or more schools outside the University.

(4) Cross-enrolment of subjects outside the University must have the approval of the Dean and authorized by the Registrar for the subject/s to be given credit by the University.

(5) Students coming from other institutions may be allowed to cross-register within the enrolment period only and with a permit to cross-enroll from the Registrar and subject to availability of slot.

▪ Changing/Adding/Dropping of Subjects

(1) Completion forms for Changing/Adding/Dropping of subjects shall be secured from the Office of the University Registrar;

(2) Changing/adding/dropping of subjects shall be made only for valid reasons and stated in writing to be approved by the Dean.

(3) Changing/adding/dropping of subjects shall be made within the specified period and subject to payment of corresponding fees.

(4) Subjects changed/added unofficially or without prior approval by the Dean shall not be given credit.

(5) Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his curriculum year during the term/semester.

(6) A student may be allowed to drop a subject by filling out a prescribed form within the prescribed period of dropping.

(7) Dropping a subject shall be allowed before the mid-term. After the mid-term, a student may be allowed to drop a subject for a valid and justifiable reason.

(8) Unofficial dropping of subject after the mid-term shall earn the student a failing grade of 5.0.

(9) Subject's changed/added/dropped should be approved by the Dean and acknowledged by the Registrar.

- Shifting from One Course to Another

(1) A student is allowed by the Dean to shift course if in the opinion of the Dean, he is not academically suited to the course.

(2) A student should apply for a shift of course to the Dean where he is getting out to be endorsed to the Dean of his new course, who in turn shall approve said application.

- Withdrawal of Registration

(1) Withdrawal of registration shall be made and approved based on existing rules and regulations of the institution.

(2) A student who withdraws his registration shall be entitled to full refund of fees paid, except matriculation and entrance fees depending on the policy of the institution.

(3) A student who withdraws his registration shall be entitled to withdraw his credentials submitted as requirement for enrolment based on existing rules and regulations of the Institution.

(4) No withdrawal of registration shall be made after the specified period.
The rules for dropping shall apply.

III. VALIDATION/ACCREDITATION

(1) All subjects and units taken from any SUC may be accredited provided that, they are prescribed in the curriculum and have the same course content and number of units.

(2) All subjects and units taken from any private institutions with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies of the Philippines (FAAP) may be accredited; provided that, they are prescribed in the curriculum and have the same course content and number of units.

(3) Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process.

(4) Transferees must have taken the validation examination for every subject the student would like to have accredited for advanced credits.

(5) Only subjects leading to a degree program taken by transferees shall be validated and accredited.

(6) Validation/accreditation should be done within the period of three (3) semesters from the date of admission to the institution.

(7) Subjects to be accredited must not exceed 30% of the total number of units prescribed in the curriculum.

(8) Transfer students will not be allowed to enroll in a subject the prerequisite/s of which, taken elsewhere, have not been validated or repeated.

(9) Transfer students with subjects taken from other institutions having ratings lower than 2.0 shall be required to take the validation examination for said subjects.

(10) If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the course as offered in the University.

(11) Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses in high school shall not be credited toward a degree program.

(12) All academic units leading to the master's and doctoral degrees earned in one Graduate School in consortium with the University shall be recognized and accredited.

IV. EVALUATION

A. Resident Credits

Resident credits refer to all academic subjects and units earned in the University including those earned in other institutions that are required for a particular degree and had already been validated/accredited in the University.

Only resident credits are considered in evaluating subjects and units for a particular curriculum.

B. Maximum Residence Rule

Residence refers to the number of years or terms required of a student to finish a course.

(1) An undergraduate student must finish the requirements of a course within a period of actual residence equivalent to a maximum of one and one-half time the normal length prescribed for the course otherwise he shall not be allowed to re-enroll further in that course.

(2) All requirements for the master's degree program shall be completed in not more than 5 calendar years including leaves. Meritorious cases, however, may be given extensions not exceeding one (1) year at a time, but in no case more than 5 calendar years including leaves, provided the student is required to take three (3) additional units of graduate courses for every year or fraction thereof extension.

(3) All requirements for the doctoral degree program shall be completed in not more than 6 calendar years, including leaves, for those who start the program with a master's degree in the same or similar field. If the master's degree is in an unrelated field, the time limit shall be eight (8) years. Meritorious cases, however, may be given extensions not exceeding one (1) year at a time, but in no case more than eight (8) calendar years including leaves, provided the student is required to take three (3) additional units of graduate courses for every year or fraction thereof extension.

(4) A student who passed the comprehensive examination but has exceeded the

5-year limit, for the master's degree program and the 6-year or 8-year limit for the doctoral degree program, may be given an extension of one (1) year only to complete all requirements after passing the comprehensive examination a second time.

C. Curricular Level Placement

(1) Evaluation of curricular level placement of students according to progress toward graduation shall be based on the following:

Year Level	Number of Units Earned
Freshman (First)	Has not finished the prescribed subjects of first year or has completed 25% of the total number of units required in his/her course.
Sophomore (Second)	Completed his/her first year course or has finished 25% but not more than the 50% of the total number of units required in his/her course.
Junior (Third)	Completed the first two (2) years of his/her course, or has finished 50% but not more than 75% of the total number of units required in his/her course.
Senior (Fourth)	Completed the first three (3) years of his/her curriculum or has finished 75% but not more than 85% of the total number of units required in his/her course.
Terminal (Fifth)	Completed the first four (4) years of his/her curriculum or has finished 85% of the total number of units required in his/her course.

D. Pre-requisite/s of Subjects

(1) The rules on sequence of subjects in the curriculum of the courses being taken must be followed.

(2) Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.

(3) Graduating students shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Dean and the Vice President for Academic Affairs or its equivalent. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

E. Retention Policy

For Degree and Non Degree Courses

1. Evaluation of student records for purposes of retention is guided by the following standards:

Percentage of Failure	No. of units Enrolled	Status	Allowable load for the following Semester
15% – 49%	Any number of academic units	WARNING	15 units only
50% – 75%	6 academic units or more	PROBATION	Less 15 units from normal load
76% – 100%		PERMANENT DISQUALIFICATION from the University	

2. This retention policy shall apply from second year up to third year students.
3. This retention policy shall be applicable to all subjects except PE, NSTP (CWTS or ROTC).
4. Any student, who has repeatedly enrolled and eventually dropped the same subject for at least two (2) times with no justifiable reason, shall be dismissed from the institute.
5. A student is only allowed a maximum of two (2) times to fail the same subject. Should he get a failing grade the time, he shall be automatically dismissed from the institute.

For Secondary Laboratory High School

1. If a student fails in any subject he will not be admitted for the next and succeeding school years.
2. Any student who has repeatedly enrolled and eventually dropped for two times with no justifiable reason shall be dismissed from the department.
3. Any student who violates school rules and regulations thrice as reflected in his permanent record will not be admitted permanently.

F. Enforcing a New Curriculum

- (1) When a new curriculum is enforced, only new students or freshmen shall be covered.

(2) A student shall follow the same curriculum that he started on within the maximum length of time allowed for residence.

(3) If a student fails to finish the course within the prescribed maximum number of years of residence, he shall be required to follow the new curriculum.

G. Substitution of Subjects

(1) Substitution of subjects is allowed when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

(2) Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.

(3) No substitution shall be allowed for a subject prescribed in a curriculum in which the student has failed, except when the subject is no longer offered; provided, that the proposed substitution substantially covers the same subject matter as the required subject.

(4) Petition for substitution must be recommended by the head of the department and approved by the Dean and the Vice President for Academic Affairs or its equivalent.

V. GRADUATION

(1) Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.

(2) The date of graduation in the diploma and Transcript of Records shall bear the original date of graduation.

(3) No student shall be graduated from the University unless his name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents.

(4) A pre-academic council meeting shall conduct to assess, evaluate, and approve candidates for graduation in the University/school/institute/department prior to the University-wide Academic University meeting.

(5) All candidates for graduation must have their deficiencies made up and their record cleared with the exception of their currently enrolled subjects not later than the date specified at the academic calendar.

(6) The Registrar shall be in charge for arrangement for commencement and baccalaureate exercises and may call upon other offices for assistance in carrying out said arrangements.

(7) All graduating students shall attend the commencement exercises as scheduled.

(8) Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented before the commencement program to the Registrar.

(9) No student shall be graduated unless he pays the required graduation fee.

(10) Summer graduation and mid-year commencement exercises may be held to accommodate the growing number of graduates.

(11) The Registrar must be a signatory in the diploma.

▪ Graduation with Honors

(1) Computation of the general average of students who shall graduate with honors specifically, Summa Cum Laude, Magna Cum Laude and Cum Laude, shall be based on the grade requirement prescribed by the institution.

(2) In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.

(3) Only final grades shall be considered in the computation of the general average.

(4) In the computation of the final average of students who are candidates for graduation with honor, only resident credits shall be included.

(5) The candidate for graduation with honors should not have any grade of 5.0 and an unremoved "Incomplete" or "INC" in any academic or non-academic subject whether prescribed or not in his curriculum, taken in the University, or in any other educational institution.

(6) The candidate for graduation with honors should not have any grade lower than 3.0 and/or Incomplete in any academic subject whether prescribed or not in his curriculum which he has taken in the University, or in any other educational institution.

(7) Students who are candidates for graduation with honors must not have repeated a subject in another educational institution.

(8) Students who are candidates for graduation for honors must have completed in the University at least 75% of the total number of academic units for graduation and must have been a resident therein for at least 2 years immediately prior to graduation.

(9) Students who are candidates for graduation with honors must have taken, during each semester not less than 15 units of credit the normal/regular load prescribed in the curriculum.

(10) A candidate for graduation with honors who meet the prescribed grade average but fails to satisfy any of the requirements shall be awarded the “Certificate of Graduation with Academic Distinction”.

(11) Students who are candidates for graduation with honors in courses with prescribed length of less than four years, the English equivalent, “With Highest Honors”, “With High Honors”, and “With Honors” shall be used.

(12) Students who are candidates for graduation with honors must not have been charged and found guilty of any violation of existing University rules which is punishable by at least one-week suspension.

CHAPTER 44

STUDENTS AND CLASSIFICATION

ARTICLE 1. Students are those who are enrolled in and who regularly attend an educational institution of secondary or higher level or a person engaged in formal education (Education Act of 1982).

ARTICLE 2. Students are classified as follows:

1. *Regular student* is one who carries the full load in any given semester as prescribed in the curriculum;
2. *Irregular student* is one who carries less than the full load specified in the curriculum;
3. *Transfer student* is one who comes from another institution where he/she started studying for a course, and who is now registered in DHVTSU after qualifying for admission;
4. *Foreign student* is one who is not a citizen of the Philippines;

5. *Special student* is one who has finished a degree course and seeks admission to take up specialization and/or professional subjects. He/she shall be given credits to all enrolled subjects he/she passed. The maximum load he/she shall enroll shall be determined by the Dean of Institute, and shall be approved by the University Registrar; and
6. *Working student* is one who is employed on a full-time basis in or outside DHVTSU. He/she is required to submit to the Office of the University Registrar a permit to study coming from his/her employer.

Students may also be classified as follows:

1. A *freshman* is a student who has not finished the prescribed subjects of the first year of his curriculum, or has finished twenty-five percent (25%) of the total number of units required in his entire course;
2. A *sophomore* is a student who has satisfactorily completed the prescribed subjects of the first year of his curriculum, or has finished twenty-five percent (25%) but not more than fifty percent (50%) of the total number of units required in his entire course;
3. A *junior* is a student who has completed the first two years of his course or has finished fifty percent (50%) but not more than 75% of the total number of units required in his course;
4. A *senior* is a student who has completed the first three years of his curriculum or has finished seventy-five percent (75%) but not more than eighty-five percent (85%) of the total number of units required in his course; and
5. A *terminal* student is one who has completed first four years of his curriculum or has finished eighty-five percent (85%) of the total number of units required in his course.

CHAPTER 45

ATTENDANCE

ARTICLE 1. Coverage

All students are required to observe strictly the rules and regulations of the University.

Section 1. Absences

(a) All students are required and obligated to attend classes in the subject prescribed for the curriculum level. If a student makes one to three absences, the class adviser issues admission slip to the concerned student. For subsequent absences; the Student Services Center and a letter is sent to the parents/guardian(s) for a dialogue. A promissory note is prepared stating that in future unjustifiable absences, the student is automatically dropped from the rolls, signed by the student and concurred by parents/guardian(s), then, admission slip is issued;

(b) Students who have incurred ten (10) consecutive absences shall automatically be dropped from the roll on the 11th day of his absence;

(c) A University student who loses through absences without reasonable excuse and/or late enrolment, 20% of the prescribed number of recitation, lectures, laboratory or shop work during the semester, shall automatically be dropped from the course.

(d) A University student who drops a course/subject after the mid-term shall automatically receive a final grade of five (5) in the course/subject dropped.

(e) A University student who fails to take the final examination in any course shall be given a grade of INC (incomplete). A special examination may be authorized by the Dean of the Institute if the absence is justifiable and upon the request of the student concerned. However, if the student class standing is failing and his absence from the final examination is not justifiable, he shall be given a grade of five (5) or failure.

Section 2. Cutting of Classes

Cutting of classes is strictly prohibited in the University. Subject teachers concerned should not admit in their classes, students, who cut previous classes without conferring with the parents of students concerned and/or admission slips from advisers.

Section 3. Tardiness

A student is tardy if he comes fifteen (15) minutes after the ringing of the bell. If he comes after more than fifteen (15) minutes, he is considered absent. If a student is tardy in a subject, he gets an admission slip from his adviser. Three tardiness in a subject is equivalent to one day absence. If tardiness becomes habitual (more than 3), the adviser refers the student concerned to the Director of Student Affairs for proper action concerning parents/guardians' participation with the problem. In cases where teachers are late for class students should not leave the classroom until twenty (20) minutes. Teachers arriving late may mark students absent if they leave their classes earlier than the prescribed time.

Moreover, in case a teacher who has not sent any prior notice fails to arrive within the required waiting time, a class representative should inform the Dean's office about this before the class is dismissed.

CHAPTER 46

REFUND OF FEES

ARTICLE 1. A student must inform in writing the Registrar's Office of his desire to withdraw his enrollment in the University.

(a) Within the first week of the opening of classes (or second day of classes during summer), he shall be charged an amount equal to 10% of the total charges for the whole semester regardless of whether or not he has actually attended classes:

(b) Within the second week of the opening of classes (or third or fourth day during summer) he shall be charged an amount equal to 20% of the total charges for the whole semester regardless of whether or not he has actually attended classes:

(c) Within the third week of the opening of classes, he shall be charged an amount equal to 30% of the total charges for the whole semester regardless of whether or not he actually attended classes.

(c) Within the fourth week of the opening, no refund shall be given/issued.

CHAPTER 47

CURRICULAR CHANGES

DROPPING OF SUBJECTS

ARTICLE 1. Dropping a subject shall be allowed only before the Mid-term examinations.

ARTICLE 2. After the Mid-term examinations, a student may be allowed to drop a course only by reason of illness, duly certified by a physician of the University or any agency of the Department of Health and other justifiable reasons such as transfer of residence elsewhere locally or abroad.

CHAPTER 48

SUBSTITUTION OF SUBJECTS

ARTICLE 1. Substitution may be allowed provided that it does not involve subjects under the same department or course, and, Provided, further, that the student needs a required subject not offered in the major course/department, but which subject the student has already taken in another department. Substitution may be allowed in non-prescribed requirement of the course provided that the subjects to be substituted have equal credit units.

ARTICLE 2. The request for subject substitute shall be recommended by the Dean, noted by the Registrar and approved by the Vice-President for Academic Affairs.

CHAPTER 49

CHANGING OF CLASSES/SECTIONS

ARTICLE 1. Change of sections shall be allowed subject to the approval of the Dean/Director/In-Charge concerned of the student changing sections/classes.

CHAPTER 50

TRANSFER OF STUDENTS

ARTICLE 1. Transfer of students from recognized institutions of higher learning to DHVTSU shall be allowed under certain limitations/criteria:

- (a) student has no failing grades;
- (b) the transferee complies with requirements for admission in the Institute where he seeks to transfer.

CHAPTER 51

EXAMINATIONS, RULES ON SCHOLASTIC

STANDING AND GRADUATION

BASIC PRINCIPLES AND POLICIES

ARTICLE 1. The University shall enjoy academic freedom.

ARTICLE 2. Academic freedom in institution of higher learning guarantees that the academic staff exercises de-facto control of the following functions:

- (a) who may teach;
- (b) what may be taught;

(c) how it should be taught;

(d) who may be admitted to study.

ARTICLE 3. Academic freedom guarantees the right of a faculty member to teach the subject of his specialization according to his best lights; to hold, in another subjects ,such ideas as he believes sincerely to be right; Provided, however, that no teacher in the University, shall attempt either directly or indirectly under the penalty of dismissal by the Board of Regents, to influence students for attendance at the University for or any particular Church or religious sect, ideology or political party, and to express his opinions on public questions in a manner that shall interfere with his duties as a member of the faculty or compromise his loyalty to the University that employs him.

ARTICLE 4. In the exercise of academic freedom, the Academic Council of the University whose composition is defined in this Code, shall have the authority to prescribe the curricula and rules of discipline of the University, fix the requirements for admission as well as for graduation and the conferring of degrees, subject to confirmation by the Board of Regents where there are unit faculties. The council alone, as the highest academic body, shall have authority to review and approve/disapprove unit faculty decision on academic matter.

ARTICLE 5. The Grading System in the Laboratory Training Department shall be with number grades from 75-95 where 75 is the lowest and 95 the highest using cumulative method of grading; and 4.1 to 5.0 is failure; and whereas the word INC indicates an incomplete grade.

CHAPTER 52

EXAMINATIONS AND GRADES

ARTICLE 1. Examinations

Section 1. Examinations are an integral component of instruction and shall be administered by the teacher subject to University policies/rules for the purpose of evaluating student performance.

Section 2. The academic performance of student shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

ARTICLE 2. Grades

Section 1. The teacher has the sole authority to determine and give grades to his students.

Section 2. Every faculty member shall submit his report of grades as soon as possible, but not later than ten (10) working days after the last day of the examination period at the end of each term, in justifiable cases, deviation from this rule may be authorized by the University President.

Section 3. No instructor shall be required to submit grades in any one course more than twice a semester or term.

Section 4. No faculty member shall change any grade after the report of record has been filed with the Registrar's Office. In exceptional cases, as where an error has been committed, the instructor requests authority through official channels from the faculty to the Dean of the Institute, approved by the VPAA to make the necessary change. If the request is granted, the change shall be forwarded to the Office of the Registrar for correction of the records. However, in no case shall grades be changed beyond one (1) year after initial filing, nor shall any change operate to the prejudice of the student.

Section 5. No student of the University shall directly or indirectly influence teacher(s) to give him a certain grade or ask another to influence teacher(s) similarly. Any student violating this rule shall lose credit in the subject(s) concerned.

Section 6. In graduate courses, the requirement for graduation shall be a general weighted average of “2” in all formal courses except thesis.

Section 7. A grade of “4” means conditional failure. It may be made up by repeating the course, or by passing a re- examination. If he fails, he gets a grade of “5”. Only one re-examination is allowed which must be taken within one year.

Section 8. The grade of INC is given if a student whose class standing throughout the semester is passing but fails to take the final examination or fails to complete other requirements for the course due to illness or other valid reason. Removal of the deficiencies must be done within one year by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his over-all performance.

CHAPTER 53

SCHOLASTIC STANDING

ARTICLE 1. Rules on Scholastic Standing

Section 1. Scholarship Plan for Deserving Students as per Board Resolution No. 58, s. 1983.

A. Higher Education:

(1) Full Tuition Privilege - A 100% discount on tuition fees for one year shall be granted to any athlete who has shown excellent national performance in athletic meets (up to Palarong Pambansa) during the preceding school year.

(2) Partial Tuition Privileges - A 50% discount in tuition fees shall be extended to any athlete who has shown excellent performances in regional meets (participated in SCUAA III) during the preceding school year.

Section 2. Requirements/Criteria of Scholarship

A. Higher Education:

(1) Student must carry a load of not less than eighteen (18) units per semester.

(2) Student must not get a grade lower than 2.5 in any of his subjects (including P.E and CWTS/ROTC).

B. Laboratory Department:

(1) Student must have a general average of not lower than 80% (for athlete).

(2) The student must not enjoy any other scholarship.

(3) The student should not be involved in any form of misconduct in school or out of school.

(4) The student must possess good physical and mental health and good moral character.

Academic Scholarships

Evaluation of student records for purposes of academic scholarships shall be based on the following standards:

1. Entrance scholarship shall be enjoyed by Valedictorians and Salutatorians of recognized public and private secondary schools with at least 150 graduates. One hundred percent (100%) and fifty percent (50%) discount on tuition fees shall be granted to valedictorians and salutatorians respectively for the first semester, provided they maintain a Grade Point Average of 2.0 with no grades lower than 2.5 for the next semester.
2. University scholarship shall be awarded to an under-graduate student who obtained a rated average of 1.45 or better, and has no grade in any subject lower than 2.5 at the end of the semester, and shall enjoy full tuition fees for the following semester depending on the institution's policy.
3. University/Institute/Department Scholarship shall be awarded to an under graduate student who obtained a weighted average of 1.75 or better, and has no grade below 3.00 at the end of the semester and shall enjoy 50% reduction in tuition fees for the following semester.
4. To qualify to any of the scholarships, the prescribed load of the student is at least fifteen (15) academic units or the normal load prescribed in his curricular programs.

5. The student must be up-to-date with all the academic and non-academic requirements, no grade of INC or below 3.00 in any academic or non-academic subject.
6. The academic scholarship shall only be for a period of one semester and shall continue in succeeding semester, provided the student satisfies the prescribed weighted average grade and other requirements.
7. If a student is a recipient of two or more scholarships, he shall be required to choose only one.

**Barangay Officials and their Legitimate Dependents
and Sangguniang Kabataang Barangay Officials:**

I. Coverage :

The study grant shall cover all qualified and deserving children of Barangay Officials namely, Chairman, Secretary and Kagawad and Sangguniang Kabataang Barangay Officials during their incumbency. They will be enrolled in state universities and Universitys (SUCs) located within or near their barangay. The benefits that shall be granted free tuition and matriculation fees. Miscellaneous fees, however shall be paid by the grantees.

Objectives :

1. To increase accessibility of education to children of barangay level and Sangguniang Kabataang Barangay officials;
2. To develop among the youth the spirit of service to one's community and help in the attainment of national progress and prosperity; and
3. To provide study grants to poor but deserving students in order to harness their potentials for future development needs of their respective communities.

II. Conditions of Assistance :

1. The study grant is for Sangguniang Kabataang Officials and Sangguniang Barangay dependents limited to only one hundred (100) grantees.

2. The Barangay Official shall only have one (1) beneficiary for a given term because of the limited slots every semester.
3. The grantee must :

Carry a full semestral load of at least twenty three (23) units except if he is a graduating student.

Be a regular student; not a transferee, irregular or a shiftee to another Institute.

Have no failing grades, incomplete, conditional or dropped in all subjects including PE.

Not be enjoying any scholarship or study at the time of application.

4. Shifting is allowed provided that it is within the same Institute and the enrolled subjects must be of at least twenty three (23) units.
5. Transferees are allowed provided that it must be in the same course and after getting approval from the Guidance Coordinator and the Director, Student Affairs.
6. Dropping of subjects should be approved by the registrar.
7. Incomplete grades should be completed during the semester immediately hence he obtained incomplete grades.

III. Qualification of Applicants – A candidate for the study grant must:

- a. Be a child of a Barangay Official (Chairman, Secretary or Kagawad only) or a Sangguniang Kabataang Barangay Official.
- b. Be not more than twenty one (21) years of age at the time of his application.
- c. Be a high school graduate whose average is 83% or higher.
- d. Have passed the admission requirements and entrance examination of the State University or University (SCU) where he intends to enroll.
- e. Be financially incapable to pursue a University education and whose parents' annual income does not exceed seventy two thousand (P72,000.00).
- f. Not be a student of the Laboratory Training High School, Evening Opportunity Classes and Prince Technologies.

IV. Required Documents :

- a. Oath of Office certified by the municipality
- b. Birth Certificate of the Barangay Official dependent
- c. High School Report Card (Form 138) with an 85% average for incoming freshmen; no failing grades for continuing students since first year until the time of application.
- d. Signed Advising slip from the institute with at least twenty three (23) units to be enrolled.
- e. Income Tax Return (ITR) of the parents with not less than seventy two thousand pesos (Php 72,000.00) Tax Exemption certified by the BIR.
- f. A Certification of Good Moral Character from the High School Principal or Guidance Counselor for incoming freshmen students

V. Termination of Grant :

1. Scholastic Deficiency
2. Falsification of Official Records

Section 3. Scholarship Committee

(a) A Scholarship Committee - (one chairman and two members) shall be created to implement this plan. Its function and duty is to screen the applicants and recommend those who qualify for the Scholarships, through the Academic Council and then for approval by the University President.

ARTICLE 2. Rules on Scholastic Delinquencies

Section 1. The faculty of the University shall promulgate suitable and effective provisions governing undergraduate delinquent students.

Section 2. Any student dropped from one University or school or department within the University shall not ordinarily be admitted to another unit of the University unless in the evaluation of a competent authority, natural aptitude or interests may qualify

him in another field of study in which case he shall be allowed to enroll in the appropriate University, school or department of the University.

ARTICLE 3. Permanent Disqualification

Section 1. Any student who, at the end of the semester or term, fails in 100% of the academic units in which he is officially enrolled for credits shall be permanently barred from re-admission to any University or school or department of the University.

Section 2. Permanent disqualification does not apply to cases, where, on the recommendation of the instructor concerned, the faculty certified that the grades of “5” were due to the student’s unauthorized dropping of the students and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student’s class standing is poor, his grades of “5” shall be counted against him for the purpose of this scholarship rule. The Dean/Director/In-Charge shall deal with these cases on their individual merit in the light of the recommendation of the Dean of Student Affairs, provided, that in no case of re-admission to the same or another University or school or department shall the action be lighter than probation.

Section 3. A mark of “Incomplete” is not to be included in the computation, unless it is replaced by a final grade in which case said grade shall be included in the grades during the semester in which the removal was made.

Section 4. Required courses in which a student has failed shall take precedence over other courses in his succeeding enrolment.

Section 5. No re-admission of dismissed or disqualified student shall be considered by the Dean/Director/In Charge without the favorable recommendation of the Director of Student Affairs. Cases, in which the action of the Dean or Director conflict with the recommendation of the Director of Student Affairs, may be elevated to the Vice President for Academic Affairs or his equivalent, whose decision shall be final.

Section 6. A student in good standing who desires to sever his connection with the University shall present a written petition to this effect, signed by his parent or guardian, to the Registrar, through the University Guidance Counselor. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action no record of honorable dismissal shall be issued. The student is also required to submit the standard student clearance.

Section 7. Honorable dismissal is voluntary withdrawal from the University with the consent of the Registrar or equivalent official duly authorized by the University President. All indebtedness to the University must be settled before the statement of honorable dismissal will be issued. The statement indicates that the student withdraws in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect shall be added to the honorable dismissal.

Section 8. A student who leaves the University by reasons of expulsion due to disciplinary action shall not be entitled to honorable dismissal.

CHAPTER 54

LEAVE OF ABSENCE

ARTICLE 1. Prolonged leave of absence shall require a written petition to the Dean or equivalent official stating the reason for the leave and shall specify the period of the leave which shall not exceed one academic year.

ARTICLE 2. The University, through the Dean or equivalent or his duly authorized representative, shall notify the person/guardian of every student granted leave of absence and the Registrar, of money refunded to the student if any.

ARTICLE 3. Student who withdraws from a University/school department without formal leave of absence may have their registration curtailed or entirely withdrawn.

CHAPTER 55

GRADUATION REQUIREMENTS

ARTICLE 1. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

ARTICLE 2. Candidates for graduation who began their studies under a curriculum more than eight (8) years old shall be governed by the following rules:

(a) Those who have completed all the requirements for the curriculum but did not apply nor were granted, the corresponding degrees or title, shall have their graduation approved as of the date they would have originally graduated; and

(b) Those who have completed all but three subjects or less required by the curriculum may follow any of the curricula in force from the time they first attended the University to the present.

ARTICLE 3. During the first three (3) weeks after the opening of classes in each semester, each Dean or his equivalent official or his duly authorized representative, shall certify to the Registrar a list of candidates for graduation at the next commencement exercises. The Registrar, in consultation with the chairman of division or departments concerned, in the case of students majoring in their respective departments or divisions, shall examine the academic record of each candidate with a view to ascertaining whether any candidate in such a list has any deficiency or whether he has fulfilled all requirements which qualify him to be a candidate for graduation; Provided, however that if there should be any question regarding a candidate, his name shall not be deleted from the list of candidates for graduation, but footnotes to that effect shall be given. Ten (10) weeks before the end of a semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

ARTICLE 4. All candidates for graduation shall have their deficiencies cleared and their records completed not later than five (5) weeks before the end of their last semester, except in those subjects both academic and non-academic in which the student is enrolled during the last semester.

ARTICLE 5. No student shall be graduated from the University unless he has completed at least one (1) year of residence immediately prior to graduation.

ARTICLE 6. No student shall be issued a diploma, certification or transcript who has not paid the required graduation fee.

CHAPTER 56
GRADUATION WITH HONORS

ARTICLE 1. Students who complete their courses with the following range weighted average, computed to the fifth decimal place, shall be graduated with honors.

Title	Average Grade
Summa Cum Laude -----	1.00 to 1.25 (no grade lower than 1.25)
Magna Cum Laude -----	1.25001 to 1.50 (no grade lower than 1.50)
Cum Laude -----	1.5001 to 1.75 (no grade lower than 2.0)
With Distinction -----	1.75001 to 2.0 (no grade lower than 2.5)

Provided, that, the grades in all academic subjects prescribed in the curriculum shall be included in the computation of the weighted average, and Provided, further, that in case of students graduating with honors in courses, the prescribed length of which is less than four (4) years, the English equivalents namely: “With Honors”, “With High Honors”, and “With Highest Honors”, shall be used instead.

ARTICLE 2. Students who are candidates for graduation with honors must have completed in the University at least seventy five percent (75%) of the total number of units or hours of the shop work and related subjects required for graduation and must have been in continuous full-time attendance during the last two (2) years of the curriculum in which they are enrolled immediately prior to graduation.

ARTICLE 3. In the computation of the final weighted average of the students who are candidates for graduation with honors, only resident credits shall be included.

ARTICLE 4. Student who are candidates for graduation with honors must have taken during each semester not less than fifteen (15) units of credits, or the normal loads is less than fifteen (15) units, unless the taking of a lighter loads was due to the fact that the candidate is working student, which reason must as much as possible be certified to by the proper authority at the time the under load is incurred.

CHAPTER 57
COMMENCEMENT AND BACCALAUREATE EXERCISES

ARTICLE 1. The Registrar shall be responsible for the commencement and, baccalaureate exercises and may call upon the other University/schools/departments for assistance in the carrying out of the plans.

ARTICLE 2. The commencement exercises for graduating students of the University, excepting those who are to receive titles and certificates below the bachelor's degree, shall be held on the same day and on the dates fixed for graduation in the calendar.

ARTICLE 3. The commencement exercises for the department/units not included in the general commencement exercises shall be held on such dates in such places as shall be fixed by the University President on the recommendation of the department/unit heads.

ARTICLE 4. Attendance of general commencement exercises shall be required. Graduating students who choose not to participate in the general commencement exercises shall inform their respective deans or their duly designated representatives, at least ten (10) days before the commencement exercises.

ARTICLE 5. Graduating students who absent themselves from the commencement exercises shall not be given their diplomas and transcript of the records from the Office of the Registrar unless they comply with provisions of the preceding article and upon presentation of the receipt of payment of the graduation fee and student's clearance.

ARTICLE 6. The names of students elected to honor societies and awarded scholarship shall be included in the commencement program.

ARTICLE 7. The diploma shall bear only the data which shall be the date of the commencement exercises.

CHAPTER 58
ACADEMIC COSTUMES

ARTICLE 1. Candidates for graduation with degree or titles which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes (toga) during Baccalaureate Service and Commencement Exercises in accordance with the rules and regulations.

CHAPTER 59
STUDENT AFFAIRS
RIGHTS OF STUDENTS

ARTICLE 1. In addition to other rights, and subjects to the limitations prescribed by law and regulations, students shall enjoy the following rights (Education Act 1982):

(a) The right to receive, primarily through competent instructions, relevant quality education in the line with national goals and conducive to their full development as persons with human dignity;

(b) The right to freely choose their field of study and subject to existing curricula and to continue their courses therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;

(c) The right to guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his positions;

(d) The right to access to his own school records, the confidentiality of which the University shall maintain and preserve;

(e) The right to issuance of official certificates, diplomas, transcript of records, grades transfer credentials, and other documents within thirty (30) days from request;

(f) The right to publish student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;

(g) The right to free expression of opinions and suggestions and to effective channels of communications with appropriate academic and administrative bodies of the University;

(h) The right to form, establish, join and participate in organizations and societies recognized by the University, to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain, organizations and societies for purposes not contrary to law;

(i) The right to be free from involuntary contributions, except those approved by their own organizations or societies;

(j) The right to participate in the formulation and development of policies affecting the University in relation to the locality, region and nation through representation in the appropriate body/bodies of the University to be determined by the Board of Regents;

(k) The right to receive reasonable protection within the University premises;

(l) The right to be informed of the rules and regulations affecting him;

(m) The right to participate in curricular and co-curricular activities;

(n) The right to due process of law;

(o) The right to be assisted by his University through current and adequate information on work opportunities; and

(p) The right to receive medical and dental services as well as first-aid services. Every student shall be provided limited medical supplies for simple medication and has to provide for himself medicine in case of major illness.

ARTICLE 2. Duties and Responsibilities of Students

Section 1. Every student, regardless of circumstances of his birth, sex, color, religion, social and academic status shall (Education Act of 1982):

(a) Exert his utmost to develop his potentialities for service, particularly, by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society;

(b) Uphold the academic integrity of the University, endeavor to achieve academic excellence, and abide by the rules and regulations governing the academic responsibilities and moral integrity;

(c) Promote and maintain the peace and tranquility of the University by observing the rules and discipline, and by exerting efforts to attain harmonious relationship with fellow students, teaching and academic staff and other personnel;

(d) Participate actively in civic affairs and in promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate, and orderly society;

(e) Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others;

(f) Strive to lead an upright, virtuous and useful life;

(g) Love, respect, and obey his parents, and cooperate with them to maintain the family solidarity;

(h) Respect the customs and traditions of our people, the duly constituted authorities, the laws of our country and the principles of democracy;

(i) Help in the observance and exercise of individual and social rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace; and

(j) Respect and cooperate with teachers, fellow students and University authorities in the attainment and preservation of order in school and in the society.

CHAPTER 60

CURRICULAR CONSULTATION SERVICE

ARTICLE 1. The University shall provide consultation and guidance services to students in connection with their program of studies; Guidance and Counseling Center shall serve students personal and curricular problems.

CHAPTER 61

RESIDENCE HALL/DORMITORIES

ARTICLE 1. The University shall as much as possible maintain residence halls/dormitories for students where they are expected to reside. Student not living in the University residence halls/dormitories shall reside in the homes or dormitories outside of

the University included in the approved list in the office of the Director of Auxiliary Services or equivalent office.

ARTICLE 2. The Residence halls/dormitories shall be administered in accordance with the following rules:

(a) Each residence hall/dormitory shall have a full-time Resident Adviser who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal behavior and academic work. The Resident Adviser shall have one or more assistants drawn from the faculty or senior and mature members of the studentry appointed by the University President or recommendation of the Resident Adviser and his staff shall serve in accordance with such rules and regulations as may be prescribed by the University President. They shall be under the supervision of the Director of Auxiliary Services or equivalent office to which all breaches of discipline and misconduct shall be reported;

(b) Each resident hall/dormitory shall have a House Manager and such assistants, as may be needed in the performance of his housekeeping and custodial responsibilities. The financial operation and administrative direction of the residence shall be the responsibility of the House Manager who shall be under the supervision of the Director of Auxiliary Services to whom all budgetary requests for administered positions, appointments and other housekeeping matters shall be submitted;

(c) The Director of Auxiliary Services shall be responsible for the assignment of the students to the different residence halls and shall see to it that only students with proper character certification are admitted; and

(d) The Director of Auxiliary Services shall be responsible for the assignment of the students to the different residence halls and shall see to it that only students with proper character certification are admitted; and

(e) The Director of Auxiliary Services shall exercise general supervision over the work of the University's Health Services related to the health and welfare of the students.

CHAPTER 62
RENTAL OF TEXTBOOKS

ARTICLE 1. Whenever feasible and available, the University shall rent textbooks to bonafide students in its units/departments in accordance with rules and regulations of the University.

CHAPTER 63
FOREIGN STUDENTS

ARTICLE 1. Whenever necessary, a foreign student's adviser, under the Office of Student Affairs, shall be appointed, whose function shall be look after the welfare of foreign students enrolled in the University.

CHAPTER 64
CO-CURRICULAR ACTIVITIES
THE STUDENT COUNCIL/ORGANIZATIONS

ARTICLE 1. There shall be a Supreme Student Council with the following duties:

- (a) To develop school spirit among the ranks of students and promote their general welfare;
- (b) To organize and direct student activities of the nature described;
- (c) To inform the University President on student matters, affairs and activities;
- (d) To adopt its own by-laws for its own internal and general government; and
- (c) To exercise such powers and perform such other functions in accordance with existing laws and regulations.

ARTICLE 2. The composition of the Supreme Student Council, its officers and the matter of electing its officers and membership shall be in accordance with the rules and regulations promulgated by the Committee on Student Organization and Activities

composed of Deans/Heads of Units/Departments, and a student representative to be the ex-officio member of the Administrative and Academic Councils during his term.

ARTICLE 3. Student Organization and Activities

Section 1. Student Organizations and Activities shall refer to any association, club, fraternity, sorority, order, or any other form of organized groups whose members are students of the University. Those of provincial, sectional or regional in character in orientation are prohibited.

Section 2. A University wide student organization shall be one whose members belong to two or more departments/units; a unit or organization shall be one whose members belong exclusively to one unit/department of the University; and a class organization shall be composed of members of a particular class of the University.

Section 3. A University-wide student organization shall be directly under the control and supervision of the Committee on Student Organization and Activities (CSOA) or its equivalent; Unit/Department student's organization and a class organization shall be under the Dean or Director of the corresponding unit/department of the University.

Section 4. The Committee on Student Organization and Activities (CSOA) shall be its ex-officio Chairman, the Director of Student Affairs or its equivalent. The Committee shall exercise direct supervision over the University-wide student organization; provided, however, that it may delegate to the Director of Student Affairs matters which are not policy-making in nature.

Section 5. Every University/Department-wide organization shall have one or more faculty advisers recommended by such organizations and approved by the Director of Student Affairs. No student may hold any meeting or undertake any activity for any purpose whatever, except that of adopting a Constitution, before its advisers are appointed and have assumed office as such.

Section 6. No University/Department-wide student organization shall be allowed to function without a consultation which has been previously approved by the Committee on Student Organizations and Activities or this equivalent.

Section 7. Appeals from the decision of the CSOA may be made within seventy-two (72) hours from the time the decision is made known to the head or acting head of

the organization. Appeals should be submitted to the University President whose decision should be final.

CHAPTER 65

ATHLETICS

ARTICLE 1. Every student duly registered in any of the departments/units of the University, shall upon payment of the athletic fee, be a member of the University Athletic Association. The government of this association shall be vested in a Board of Athletic and Cultural Affairs which shall composed of the following:

- (a) The Vice-President for Academic Affairs or his equivalent;
- (b) The Physical Education Director or his equivalent, ex-officio member and secretary;
- (c) The Director of Student Affairs, ex-officio member;
- (d) One representative from the Alumni Association; and
- (e) One representative from the studentry to be designated by the Supreme Student Council, who shall serve for one year. The Representative from the Alumni Association shall be appointed by the University President upon recommendation by the President of the Alumni Association for a term of one year.

ARTICLE 2. The Board of Athletic and Cultural Affairs or its equivalent shall lay down the board athletic and cultural policies of the University and administers the financial requirement of athletics/cultural and similar co-curricular activities of the University.

CHAPTER 66

CONVOCATION

ARTICLE 1. Convocation of the University shall be held under the auspices of its different units/departments or other organizations, upon approval of the University President, or his designate.

ARTICLE 2. Any person with permission from the University President or his designate, may speak before student groups or organizations of the University.

CHAPTER 67

STUDENTS' PARTICIPATION IN CO-CURRICULAR ACTIVITIES

ARTICLE 1. Students of the University are free to participate in co-curricular activities and to express their views and sympathies on public question/issue, subject to the following conditions:

- (a) Their participation shall not excuse them from attending classes and fulfilling other requirements provided by the University; and
- (b) their participation shall be their own personal responsibility.

CHAPTER 68

STUDENT PUBLICATION

ARTICLE 1. Statement of Principles

Section 1. Freedom of expression which subsumes free speech, press and assembly, is an inalienable and cherished right that is enshrined and guaranteed by the

Philippine Constitution and existing laws as well as national policies and democratic traditions.

Section 2. Freedom of expression is the mother of all human rights and for as long as this freedom subsists violation or vitiation of rights can be protested and denounced and thus rights are protected and preserved; without this freedom, democracy will atrophy and die.

Section 3. Freedom of expression like other human rights, however, is not absolute or unbounded; the right imposes the correlative duty to exercise it, responsibility

with due regard for the rights of others in the larger interest of harmony and welfare of society, and to preclude mob rule.

ARTICLE 2. Organization and Recognition

Section 1. There shall be a student publication which shall be the official organ of the students of the University, anchored on the principle of freedom of the press.

Section 2. Student publications and mechanism for implementation shall be established, organized, and maintained in the University campus only after prior recognition and authorization have been obtained from the University Administration.

ARTICLE 3. Philosophy, Aims and Objectives

Section 1. The student publication shall define its, mission, orientation, goals and objectives for the information and guidance of the student body, members of the academic community of the University and the general public.

Section 2. The mission, orientation, goals and objectives of the student publication should aim to support the University in the quest for educational excellence particularly in the improvement of instruction, promotion of research and involvement in meaningful activities of the community.

Section 3. Further, the student publication should maximize its leadership and influence to poster and enhance the attainment of the goals of the national development.

ARTICLE 4. Selection and Qualification Standards

Section 1. The Editor – In - Chief, Associate Editor, Section Editors, and Business/Circulation Manager are the chief or senior staff members of the student publication.

Section 2. The reporters, art/layout staff, typists, among others, composed the support personnel of the publication who shall assist the chief of staff members in the performance of their official functions.

Section 3. The Senior Chief Staff members of the publication shall be chosen through interviews and competitive examinations to be conducted by a Committee of five (5) recommended by the Director of Student Affairs approved by the Vice-President for Academic Affairs and copy furnished the Office of the University President.

Section 4. The Committee shall exert positive effort to avail of all appropriate means in monitoring/publicizing the dates as well as the venues of the interviews and competitive examinations for the information and guidance of all interested parties.

Section 5. The interviews shall be scheduled after the competitive examinations, to screen and assess the personality, academic standing, character and integrity, and work experience/training of the candidates.

Section 6. To qualify for the examination, the Committee shall determine a general weighted academic average requirements from all candidates and shall include a provision that the candidate shall have no failing grades. Further, good and unblemished character and reputation and potential experience in campus journalism shall be considered by the Committee.

Section 7. In the event of vacancy in the above-mentioned positions by reasons of illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled immediately according to the next-in-rank rule. In case where the next-in-rank rule cannot apply, the screening and appointment shall be made by the Editor-In-Chief. He/She shall serve the remaining team within the school year.

ARTICLE 5. Powers, Duties and Privileges of the Staff

Section 1. The powers, duties and privileges of the staff, including disciplinary actions against them, shall be subject of policy guidelines to be formulated by the office of the Director of the Student Affairs and shall be confirmed by the Administrative Council.

ARTICLE 6. By-Laws

Section 1. The Student Publication Staff shall promulgate its own by-laws, assisted by the Committee on Publication to be approved by the Director of Student Affairs.

CHAPTER 69
CONDUCT AND DISCIPLINE
GENERAL PROVISIONS

ARTICLE 1. Every student shall obey laws of the land, the rules and regulations of the University and the standards of good society.

ARTICLE 2. The definition or specification of certain offenses or breaches of discipline, in separate resolution of the Academic Council approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the University President, deans, directors and teachers in those cases not provided by said bodies.

Section 1. For the purpose of keeping order and promoting decorum in the classes, a teacher is empowered to exclude a student for ungentlemanly conduct from his class and immediately thereafter, to make a report of such action to the Dean or Director of the Department. In case the student is registered in another unit of the University, the Dean/Director shall transmit the case to the Dean/ Director of the other unit for disciplinary action.

Section 2. Any student who makes unnecessary noise that disturbs or disrupts classroom activities or other similar proceedings in the University premises shall be suspended by the respective Dean/ Director of the unit for a period not exceeding one week, and for the offense, the case of the student shall be elevated to the Director of Student Affairs who shall recommend to the President for appropriate action.

Section 3. No smoking shall be allowed in offices, classrooms, laboratories, libraries, canteen, wards, conference rooms, theaters, halls, hallways, corridors, on shops, grounds or in any other place in the University premises where dangers of fire may exist.

Section 4. The University need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Director of Student Affairs or his representatives, may take disciplinary action. If it is a case of indebtedness to the University, the existing rules such as withholding of grades or barring from the examination shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

CHAPTER 70
RULES AND REGULATIONS ON STUDENT
CONDUCT AND DISCIPLINE

ARTICLE 1. Scope

Section 1. The provision of this Code shall apply to all bonafide students of the University for offenses committed within the University jurisdiction; the provisions of this Code shall apply whenever applicable; otherwise, the laws of the land shall apply.

ARTICLE 2. Norms of Conduct

For the guidance of all concerned, the following norms of conduct and discipline of students are hereby promulgated.

Section 1. Moral Character

A student is imbued with moral character if among other qualities:

(a) He has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he lives.

(b) He is honest to himself, accepting his shortcomings, striving to improve and change;

(c) He respects the rights of others as he would want his own rights to be respected.

Section 2. Personal Discipline

A student is imbued with personal discipline, if among other qualities:

(a) He devotes himself to the fulfillment of his obligations and considers rights as means to or rewards for the same;

(b) He learns to forego the enjoyment of certain rights and privileges that others more needy may be benefited and for the greater good of society;

(c) He resolves his problems and conflicts without prejudicing others;

(d) He is tolerant of others, and humble to accept that he is better than he is;

(e) He has developed temperance and propriety in words and in actions, especially against vices, e.g. gambling, drinking, drugs, sexual excesses and aberrations, etc., and

(f) Right reason guides and controls his life, actions and emotions.

Section 3. Civic Conscience and Patriotism

A student is imbued with civic conscience and patriotism, if among other qualities:

(a) He devotes himself to the growth and development of the Philippines;

(b) He puts the welfare of the entire country above his personal family and regionalist interest;

(c) He respects and obeys all duly constituted authorities and laws, rules and regulations;

(d) He settles all disputes, problems and conflicts through the channels provided by law and society; and

(e) He strives to bring about necessary changes through peaceful means.

ARTICLE 3. Bases of Discipline

Section 1. At all times, every student must observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the University. The investigation, disposition and corresponding sanction on student disciplinary cases shall follow the procedures as set forth in this Code.

Section 2. The maintenance of student conduct and discipline is anchored on the willful acceptance by the students of all policies, rules and regulations prescribed by the University as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute parental authority.

Section 3. All University personnel are mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility. For the purpose of implementing University policies, rules and regulations and the provisions of this Code, the President, Vice-President(s), Deans, Directors, Chairmen, and In-Charge of the Laboratory School (Secondary) and members of the faculty and the security force all deemed to be persons in authority.

Section 4. A student shall be subject to disciplinary action for any of the following offenses with corresponding penalties:

(a) Insulting, uttering derogatory remarks or flagrant indecency in language:

(a.1) directed against the faculty, administration, staff, visitors and any person in authority or their agents:

1st offense -- Suspension for one (1) week with letter of apology;

2nd offense -- Suspension for one (1) semester with letter of apology;

3rd offense -- Suspension for one (1) year with letter of apology; and

Succeeding offense – Expulsion from the University

(a.2) directed against another student:

1st offense -- Suspension for one (1) week with letter of apology;

2nd offense -- Suspension for one (1) month with letter of apology;

3rd offense -- Suspension for one (1) semester with letter of apology; and

Subsequent offense – Expulsion from the University

(b) Immorality:

(b.1) Illicit relations – Suspension for one (1) year

(b.2) Acts of lasciviousness and indecent acts done publicly inside the University jurisdiction:

1st offense -- Suspension for one (1) week;

2nd offense -- Suspension for one (1) month;

3rd offense -- Suspension for one (1) semester; and

Subsequent offense – Expulsion from the University

(c) Drinking, Intoxicating Beverages and Drunkenness:

(c.1) Drinking alcoholic beverages and/or drunken behavior within the University jurisdiction on:

1st offense -- Suspension for one (1) week;

2nd offense -- Suspension for two (2) weeks;

3rd offense -- Suspension for one (1) month

Subsequent 1 semester

(c.2) Any drunkenness resulting to public scandal:

1st offense -- Suspension for two (2) weeks;

2nd offense -- Suspension for one (1) semester;

3rd offense -- Suspension for one (1) year; and
Subsequent offense -- Expulsion from the University

(c.3) Any drunkenness resulting to physical injuries to other persons:

1st offense -- Suspension for one (1) semester;
2nd offense -- Suspension for one (1) year; and
3rd offense -- Expulsion from the University

(d) Fighting or resorting to physical force or who acted in self-defense shall be violence to settle disputes provided that the party exempted from the punishment:

(d.1) Slight Physical Injuries:

1st offense -- Suspension for one (1) week;
2nd offense -- Suspension for one (1) month;
3rd offense -- Suspension for one (1) semester; and
Subsequent offense -- Expulsion from the University

(d.2) Less Serious Physical Injuries:

1st offense -- Suspension for two (2) weeks;
2nd offense -- Suspension for one (1) month;
3rd offense -- Suspension for one (1) semester; and
Suspension for 1 year to expulsion from the University

(d.3) Serious Physical Injuries:

1st offense -- Suspension for one (1) semester; and
Subsequent offense -- Expulsion from the University

(e) Gambling (where cash is involved) within the University campus:

1st offense -- Suspension for one (1) month; Reprimand plus written apology jointly signed with parents to reprimand
2nd offense -- Suspension for one (1) semester; and
3rd offense -- one (1) month to one (1) year suspension
Subsequent offense -- Expulsion from the University

(f) Robbery:

(f.1) Attempted Robbery:

1st offense -- Suspension for one (1) month and payment of damages;
2nd offense -- Suspension for one (1) semester and payment of damages;
3rd offense -- Suspension for one (1) year and payment of damages; and
Subsequent offense -- Expulsion from the University

(f.2) Frustrated Robbery:

1st offense -- Suspension for one (1) semester and payment of damages;

2nd offense -- Suspension for one (1) year and payment of damages; and

3rd offense -- Expulsion from the University and payment of damages

(f.3) Consummated Robbery:

(f.3.1) Cases involving values of One Hundred Pesos (P100.00) or less:

1st offense -- Suspension for one (1) year; and

2nd offense -- Expulsion from the University and restitution of stolen goods and payment of damages

(f.3.2) Cases involving values more than One Hundred Pesos (P100.00):

Expulsion from the University and restitution of stolen goods and payment of damages.

(g) Theft:

(g.1) Frustrated or Attempted Theft:

1st offense -- Suspension for one (1) month;

2nd offense -- Suspension for one (1) semester;

3rd offense -- Suspension for one (1) year; and

Subsequent offense -- Expulsion from the University

(g.2) Consummated Theft:

1st offense -- Restitution of stolen goods and suspension for one (1) semester;

2nd offense -- Restitution of stolen goods and suspension for one (1) year; and

3rd offense -- Restitution of stolen goods and expulsion from the University

(h) Forgoing signature, falsifying public documents; impersonating or giving names, misrepresentation of facts:

1st offense -- Suspension for one (1) month to one (1) semester; and

2nd offense -- Expulsion from the University

(i) Cheating in examinations and quizzes:

1st Commission -- Letter of apology and reprimand plus decrease of grade to

the lowest allowable on the test/quiz cheated

2nd Commission -- Automatic grade of “5” in the exam/quiz cheated;

3rd Commission – Automatic grade of “5” in the subject;

4th Commission – Suspension for one semester;

Subsequent Commission -- Expulsion

(j) Scandalous Disturbance of Public Order:

1st offense -- Suspension for one (1) semester; and

2nd offense -- Expulsion from the University

(k) Each of the following offenses:

(k.1) Connecting or disconnecting electrical wires and plumbing device without permission from authorities concerned;

(k.2) Sleeping, cooking and doing toilet necessities in unauthorized places;

(k.3) Undue noise or disturbance in classroom, library quarters, public places or gatherings; and

(k.4) Climbing or jumping over the boundary fence of the University shall be punished by:

1st offense – Suspension for one (1) week;

2nd offense – Suspension for one (1) month;

3rd offense – Suspension for one (1) semester; and

Subsequent offense – Expulsion from the University

(l) Acts of Bribery to Corrupt Standards of Instruction:

1st offense -- Suspension for one (1) semester;

2nd offense -- Suspension for one (1) year; and

3rd offense -- Expulsion from the University

(m) Vandalisms or destruction of public property such as destruction or building, building parts/fixtures/walls, tearing of pages of library books, magazines, etc.:

1st offense -- Suspension for one (1) month and payment of damages;

2nd offense -- Suspension for one (1) semester and payment of damages;

and

3rd offense -- Expulsion from the University and payment of damages

(n) Littering or scattering of trash in public places:

1st Commission -- Suspension for one (1) week and to pick up littered dirt;

and

2nd Commission -- Suspension for two (2) weeks and to pick up littered dirt

(o) Any violation of any rule/regulation of the infirmity/clinic:

1st offense -- Suspension for three (3) days to clean the infirmity/clinic;

2nd offense -- Suspension for one (1) week to clean the infirmity/clinic;

3rd offense -- Suspension for two (2) weeks and payment of damages if any;

Subsequent offense -- Suspension for one (1) semester and payment of damages if any

(p) Violation of legally posted signs, such as “No Trespassing”, “Keep off the Grass”, “Off-Limits”, “No Smoking”, etc.:

1st offense -- Suspension for one (1) week;

2nd offense -- Suspension for one (1) month;

3rd offense -- Suspension for one (1) semester; and

Subsequent offense -- Suspension for one (1) year

(q) Removing or marring legally posted signs and notices, and marring public buildings, furniture, etc.:

1st offense -- Suspension for one (1) week and cleaning of marred buildings/furniture;

2nd offense -- Suspension for one (1) month and cleaning of marred buildings/furniture;

3rd offense --- Suspension for one (1) semester and cleaning of marred buildings/furniture; and

Subsequent offense -- Suspension for one (1) year and cleaning of marred buildings/furniture

(r) Speeding within the University jurisdiction with a motorized vehicle, i.e. driving at more than forty (40) kph:

1st offense -- Suspension for one (1) week.

2nd offense -- Suspension for one (1) month;

3rd offense -- Suspension for one (1) semester; and

Subsequent offense -- Suspension for one (1) year

(s) Ingestion, use possession and/or peddling or dangerous or regulated drugs or paraphernalia:

The case shall be reported to proper police/court authority, and upon conviction, the penalty shall be expulsion from the University.

(t) Unauthorized possession of firearms, i.e. in one's person or custody and of other deadly weapons, including kitchen knives if found in one's person:

1st offense – Suspension for one (1) week;

2nd offense – Suspension for one (1) month;

3rd and subsequent offense – Suspension for one (1) semester

(u) Violation of Curfew Hours: Laboratory School (Secondary) student's curfew is 6:15 P.M. and University student's curfew is 8:45 P.M.:

1st offense – Suspension for one (1) week;

2nd offense – Suspension for two (2) weeks;

3rd and subsequent offense – Suspension for one (1) month

(v) Non-possession of validated I.D. upon demand by University authorities:

1st offense – Suspension for one (1) week;

2nd offense – Suspension for two (2) weeks; and

Subsequent offense – Suspension for one (1) month

(w) Smoking in classroom/laboratory rooms and other "No Smoking" areas:

1st offense – Suspension for one (1) week;

2nd offense – Suspension for two (2) weeks; and

Subsequent offense – Suspension for one (1) month

(x) Coming to class late, i.e. fifteen (15) minutes after the start of the class shall be punished by unexcused absence and non-admission to class:

1st offense – Warning with excused letter;

2nd offense -- Inform parents and a dialogue with them;

3rd offense – Unexcused but to be admitted; and

Subsequent offense – Dropped from the subject

(y) Cutting/uprooting/stoning/picking of fruit trees/ornamental plants within the entire University jurisdiction shall be punished as follows:

1st offense – Suspension for one (1) week and payment;

2nd offense – Suspension for two (2) weeks and payment; and

Subsequent offense – Suspension for one (1) month and payment

(z) The raising of animals without permission from the proper authorities shall be punished by:

Confiscation of the animal(s) and to be returned only to the owner after the payment of fifty pesos (P50.00) fine.

ARTICLE 4. Sanctions and Operative effects

Section 1. Where the suspension is for one semester or more, the student shall move out of the University jurisdiction within twenty-four (24) hours after the suspension order takes effect except those who reside with their parents inside the University campus. Any student, whose suspension covers the final examination period, will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student and countersigned by his parents or guardians is required as a condition for re-admission.

When a penalty of expulsion is meted out, the student cannot re-enroll in any course in the University. He cannot get his Honorable Dismissal within a year period.

ARTICLE 5. Committee on Student Discipline

Section 1. There shall be a committee on student discipline composed of chairman, who shall be a member of the bar or shall have legal background, and two (2) members to be appointed for a period of one (1) year, from among the faculty and other staff of the University. In any disciplinary case before the Committee, a respondent may request that two (2) students be appointed to sit without right to vote, with the Committee.

Section 2. The Committee shall be under the general supervision of the Director of Student Affairs, who shall designate, whenever requested, the student members to sit with the Committee.

Section 3. Autonomous units of the University, if there be any, shall set up their own Committee on student discipline in accordance with these foregoing rules.

ARTICLE 6. Jurisdiction

Section 1. All cases involving discipline of students under the foregoing rules shall be subject to the jurisdiction of the Committee of Student Discipline, except the following cases which shall fall under the jurisdiction of the appropriate University/units:

(a) Violation of the University or unit rules and regulations by students of the University/unit; and

(b) Misconduct committed by students of the University/unit within its classroom or premises in the course of an official activity.

Provided, however, that units/branches of the University, if there be any, shall have original jurisdiction over all cases involving students of such units.

ARTICLE 7. Filing of Charges

A disciplinary proceeding shall be instituted motu-proprio by the appropriate authority upon the filing of a written charge specifying the acts of commission constituting the misconduct and subscribed to by the complainant, or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the Committee on Student Discipline or the Office of the Dean, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charges, the complain(s), his witness, if any, the date filing, and the substance of the charge.

ARTICLE 8. Preliminary Inquiry

Upon receipt of the complaint or report, which should be under oath, the Committee on Student Discipline or the Dean of the University/unit as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigations. Notice to the respondent(s) is required but presence of the respondent(s) during the preliminary investigations may be waived. In case where the complaint or report is found sufficient, formal charge(s) shall be filed and served upon each respondent and his parents/guardians.

ARTICLE 9. Answer

Each respondent shall be required to answer in writing within three (3) days from receipt of charge(s). Formal investigation shall be held on notice as provided below.

ARTICLE 10. Notice of Hearing

All parties concerned shall be notified of the time/date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice to such party for the purpose of this article.

ARTICLE 11. Hearing

Hearing shall begin not later than one (1) week receipt after of the respondent's answer or after the expiration of the period within which the respondent shall answer.

ARTICLE 12. Duration of Hearing

No hearing on any case shall last beyond two (2) calendar months.

ARTICLE 13. Failure to Appear at Hearing

In case either complaint or respondent fails to appear at the place set for the initial hearing after due notice and without sufficient justifications, this fact shall be noted and the hearing shall proceed ex-parte without prejudice to the party's right of appearance in subsequent hearings.

ARTICLE 14. Postponement

Application for postponement may be granted for good cause for such period as the ends of justice and the rights of parties to a speedy hearing require: Provided, that no more than three (3) postponements per party to the litigation shall be allowed.

ARTICLE 15. Committee Report

The University/unit investigating committee shall forward to the Dean concerned within fifteen (15) days after the termination of the hearing, the complete record of the

case, with its report and recommendations. The report signed by at least a majority of the members of the Committee shall state the findings of facts, conclusion(s) and recommendations(s) and the regulations in which the decision is based.

ARTICLE 16. Decision by the Dean/Director

The Dean/Director shall within ten (10) days after receipt of the committee report, transmit the report, together with his decision to the University President.

ARTICLE 17. Decision by the Committee on Student Discipline

The committee shall decide each case within fifteen (15) days after final submission. The decision shall be in writing and signed by at least a majority of its members. It shall contain a brief statement of the findings of the facts, conclusion(s) and recommendation(s) and the specific regulations on which the decision is based.

ARTICLE 18. Finality of Decision

A decision of the committee on Student Discipline or a Dean other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory fifteen (15) days after receipt thereof, unless a motion for reconsideration of the same is filed, in which case, of the denial of the motion for reconsideration.

ARTICLE 19. Appeal to the University President

In all case in which final decision is not conferred on a Dean of the Committee on Student Discipline, the respondent may file an appeal with the University President; on recommendation coming from the Dean or appeal from the decision of a dean or the Committee on Student Discipline shall be rendered within ten (10) days after receipt of the appeal. In all cases of expulsion, The President shall consult the Administrative Council. Decisions of the President in all cases specified in the next succeeding article may be appealed to the Board of Regents within ten (10) days after respondent receives a copy of such decision.

ARTICLE 20. Action of the University President

Action of the University President on recommendation coming from the Dean or appeal from the Decision of a Dean of the Committee on Student Discipline, shall be rendered within ten (10) days after receipt of the appeal. Decisions of the University President in cases specified in the next succeeding article may be appealed to the Board of Regents within ten (10) days after respondent received a copy of such decision.

ARTICLE 21. Decisions by the Board of Regents

The board shall review on appeal decisions of the University President, when the penalty imposed is expulsion, suspension for more than one (1) calendar year, or any other penalty of equivalent severity and render final judgment thereof.

ARTICLE 22. Rights of Respondents

Every respondent shall enjoy the following rights:

(a) To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;

(b) To be convicted only on the basis of evidence(s) the burden of proof being with the filing the charges;

(c) To be convicted on the basis of evidence(s) introduced at the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same;

(d) To enjoy, final pending decision on the charges, all his rights and privileges as a student, subject to the power of the Dean or the Committee on Student Discipline to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the University; and

(e) To defend himself personally or by counsel, or by representative of his own choice. If the respondent desires, but he is unable to secure the services of counsel. He shall manifest that fact at least two (2) days before the date of hearing, and request the Committee on Student Discipline or the investigating Committee to designate a counsel for him among the faculty members and staff of the University.

ARTICLE 23. Summary Investigation by Dean/Director

Notwithstanding the provisions of the foregoing articles, a Dean/Director may proceed summarily against students of his University/unit for any of these acts.

(a) Violation of rules and regulations issued by the Dean of the unit; and

(b) Misconduct committed in the presence of a faculty member or any official of the University within the classroom or premises of a University/unit or in the course of an official function sponsored by the University/unit.

Section 1. The respondent shall be summoned to appear before the Dean of the University/unit of the charge(s) against him, and afforded the opportunity to present his side.

Section 2. Every decision rendered under this article shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decision shall be final and executory immediately after the issuance of the order. The penalty of the suspension, if imposed, shall not exceed fifteen (15) days.

ARTICLE 24. Effectivity

Decision(s) shall take effect as provided in these rules; Provided, that the final decisions of suspension, or dismissal rendered within thirty (30) days prior to any final examination, shall take effect during the semester immediately subsequent to the semester/summer in which such decision was rendered; Provided, further that when the respondent is graduating, in which case, the penalty shall take effect immediately.

ARTICLE 25. Records

All proceeding before any committee or Student Discipline shall be taken down in writing. Original records pertaining to student discipline shall be under the custody of the Director of Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein unless he has legal right which cannot be protected or vindicated without access to re-copying such records. Any official or employee of the University who shall violate the confidentiality of such records shall be subject to disciplinary action.

ARTICLE 26. Refusal to Submit to Jurisdiction

Refusal to submit to jurisdiction of the University by any person not enrolled at the time the charge(s) against him is (are) filed, shall prejudice his future enrolment in any University/unit of the University.

ARTICLE 27. Definition of Terms

The following terms shall have the meanings set forth below for the purposes of the above-mentioned regulations:

(a) “Students” include any person enrolled in any academic unit of the University on a regular or part-time basis at the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University on a regular or part-time basis at the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University at the time of the filing of the charge(s) or during the pendency of the disciplinary proceedings against him;

(b) “Laws of the Land” refer to the general enactments in force in the Philippines; and

(c) “Official Report” includes any punctual narration in writing report duly submitted to any proper authority in the University by a faculty member, any member of the University security force, any officer of a University/unit, or any officer of the University.

CHAPTER 71

AMENDMENT AND EFFECTIVITY

ARTICLE 1. Amendment

Same as to matters specifically provided by law, any provision in this Code may be amended at any regular meeting of Academic and Administrative Councils and/or the Board of Regents.

ARTICLE 2. Effectivity

This Code shall take effect immediately upon approval by the Board of Regents.