



FACULTY AND ADMINISTRATIVE MANUAL



cagayan
de Oro
city of golden friendship



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MESSAGE FROM THE MAYOR

Dear Faculty and Staff,

I want to begin by extending my heartfelt gratitude to each member of our esteemed organization and administration at City College. Your dedication and hard work have played a pivotal role in shaping our institution into what it is today.

As we move forward, it is imperative that we continue to strengthen the governing rules, regulations, and processes that guide our faculty and staff. These guidelines are not just paperwork; they are the backbone of our institution, ensuring that we operate efficiently and fairly. By adhering to these regulations, we maintain the highest standards of education and service.

Let us not forget the importance of our organizational structure and functions. The synergy between different departments and divisions within our college is what propels us forward. Each component plays a vital role, contributing to our collective success. It is our duty to nurture this cohesion and collaboration.

Within the Faculty and Academic Regulations section of our manual, you will find the key principles that govern our academic pursuits. These regulations serve as the compass that guides our teaching and learning processes, ensuring academic excellence.

Equally crucial are our school policies and provisions. They encapsulate our commitment to maintaining a safe, inclusive, and respectful environment for all. These policies reflect our values and aspirations, and we must uphold them unwaveringly.

In closing, I want to express my unwavering support for our faculty and staff. Your dedication to our mission is commendable, and I have no doubt that, together, we will continue to achieve greatness. Let this manual be a testament to our shared vision and commitment to excellence.

Thank you for your tireless efforts and unwavering dedication to City College.

Sincerely,

ROLANDO "KLAREX" A. UY
City Mayor



MESSAGE FROM THE COLLEGE PRESIDENT

“Dear Esteemed Faculty and Staff,

I am pleased to address you in this message for our Faculty and Administration Manual, a document that encapsulates the essence of our institution's values, mission, and commitment to excellence.

First and foremost, I wish to express my sincere gratitude to each one of you for your unwavering dedication to the growth and success of City College. Your tireless efforts and passion for education have been instrumental in shaping our institution into a beacon of learning and innovation.

As we compile this manual, it is crucial to underscore the significance of the governing rules, regulations, and processes that guide our faculty and staff. These rules serve as the bedrock of our academic community, ensuring fairness, transparency, and the highest standards of educational excellence.

Our organizational structure and functions are the building blocks of our success. The collaboration between different departments and divisions within our college is what sets us apart. It is through this synergy that we create an environment conducive to learning, research, and growth.

Within the Faculty and Academic Regulations section of this manual, you will find the principles that underpin our academic pursuits. These regulations not only uphold academic integrity but also provide a framework for innovation and continuous improvement.

Our school policies and provisions reflect our commitment to fostering a safe, inclusive, and nurturing environment for all members of our community. These policies are a testament to our dedication to creating a space where every individual can thrive and reach their full potential.

In closing, I want to reiterate my profound appreciation for your dedication and hard work. Your contributions to City College are invaluable, and they form the foundation of our institution's success. Together, let us continue to inspire, educate, and lead with excellence.

May this Faculty and Administration Manual serve as a testament to our shared values and aspirations, guiding us toward a brighter future.

Thank you for your unwavering commitment to City College.

Warm regards,

JESTONI P. BABIA, Ed.D
President, City College of CDO





FOREWORD

In crafting this Manual on Faculty and Administration, we embark on a journey to provide a friendly and clear guide to the inner workings of our beloved institution. This manual has a simple yet profound purpose: to be the go-to resource that helps all of us, whether newcomers or seasoned veterans, navigate the intricate maze of our school's operations. It's like having a trusted friend who always has your back when you need guidance on our rules, regulations, and procedures.

The importance of this manual cannot be overstated. It is the bedrock upon which our institution's stability and growth rest. With well-defined policies and procedures, we ensure that every member of our academic community understands their roles and responsibilities. This clarity minimizes misunderstandings, enhances efficiency, and ultimately contributes to the overall excellence we strive to achieve.

INTRODUCTION

History

In 2018, under the administration of then Mayor Oscar S. Moreno, the Cagayan de Oro Technical Vocational Institute (CDO-TVI) was established by virtue of City Ordinance 13473-2018, with Councilor Suzette Magtajas-Daba as the principal author. This Technical-Vocational Institute is proudly owned and operated by the Local Government of Cagayan de Oro, focusing on offering TESDA-accredited programs primarily in the construction and tourism sectors. These qualifications include Carpentry NC II, Plumbing NC I & NC II, Shielded Metal Arc NC I & NC II, Electrical Installation & Maintenance NC II, and Housekeeping NC II. These programs were chosen strategically to cater to Cagayan de Oro's growing metropolization, with a particular emphasis on construction and tourism sectors. CDO-TVI's mission was to provide free center-based and community-based technical skills training, prioritizing out-of-school youth and low-income families. CDO-TVI's physical location is at Barangay Agusan, District 2, Cagayan de Oro City.

In 2021, CDO-TVI responded to the challenges posed by the COVID-19 pandemic by offering Barangay Health Services NC II, equipping and empowering Barangay Health Workers in partnership with the City Health Office.





With a change in leadership in July 2022, former 1st District Congressman Hon. Rolando “Klarex” Uy assumed the role of Mayor of Cagayan de Oro City. One of his top priorities, as articulated in his RISE CDO Governance Platform, was to provide access to quality education, leading to the vision of establishing a City College.

In 2023, City Ordinance 14564-2023 was passed, paving the way for the creation of the City College of Cagayan de Oro. This ordinance expanded the mandate of CDO-TVI, transforming it into a higher education institution offering not only tech-voc programs but also diploma and bachelor's degree programs, to be monitored by the Technical Education and Skills Development Authority (TESDA) and the Commission on Higher Education (CHED). The establishment of the City College was a result of a comprehensive process, including the formation of Technical Working Groups, extensive consultations, and focus group discussions.

The City College of Cagayan de Oro will operate as a multi-campus institution, with campuses in Barangay Agusan (the existing CDO-TVI Campus), Barangay Kauswagan, Barangay Puerto (El Gaucho), and the main campus in Barangay Dansolihon, which was made possible through a generous donation of a 60-hectare land by the Higaonon Indigenous Peoples of Nahilaran. This expansion aims to bring higher education opportunities closer to the youth residing in upland barangays, addressing the geographic gap that previously existed.

In the same year, the newly established City College initiated a partnership with MeldCx, an international Artificial Intelligence company, and piloted a 6-month training program on Practical Artificial Intelligence for sixteen (16) out-of-school youth.

In addition to the existing tech-voc programs, the City College is set to pilot new programs in 2024, including Trainers’ Methodology NC II, Emergency Medical Services NC II, Electrical Installation and Maintenance NC III, Bachelor of Arts in Communication, Bachelor of Technology and Livelihood Education, Bachelor of Technical-Vocational Teacher Education, and training programs on Artificial Intelligence and emerging technologies. These programs reflect the institution's commitment to providing a diverse and comprehensive educational experience to meet the needs of its students and the evolving demands of the local and global labor markets.



General Mandate

The City College of Cagayan de Oro City shall provide quality, accessible, relevant, and future-ready education and training that aligns with the evolving needs of the local job market, contribute to the equitable development of Cagayan de Oro City and enhance its global competitiveness, thereby fostering economic growth and social mobility within the region.

It shall equip students with relevant skills, knowledge and practical experiences to secure meaningful and sustainable employment. It shall produce graduates with high levels of academic, thinking, behavioral, and technical skills/competencies that are aligned with national academic and industry standards and needs and international standards, when applicable.

Vision

“A City College that nurtures and produces global citizens supported by cutting-edge technologies for innovation and excellence by 2033.”

Mission

“Our mission is to provide transformative and inclusive learning driven by cutting-edge technologies, including artificial intelligence that equip the institution and the community to create innovative, relevant, and data-driven solutions for local and global impact.

We are committed to addressing the needs of the Cagayan de Oro youth and of the indigenous peoples’ communities by respecting and incorporating culture and tradition to address societal challenges and drive positive change.

We actively contribute to sustainable development goals by forging strategic partnerships, engaging relevant research and extension, and equipping our graduates with professionally-aligned competencies.”





GOALS

- **Academic Excellence and Innovation:** Establish a culture of academic excellence and innovation by integrating cutting-edge technologies, including artificial intelligence, into the curriculum.
- **Inclusivity and Cultural Sensitivity:** Foster inclusivity and cultural sensitivity to address the needs of both the local youth and indigenous communities.
- **Community Engagement and Impact:** Actively contribute to sustainable development goals and drive positive change within the local community.
- **Transparency, Openness, and Ethical Conduct:** Uphold an environment of transparency, integrity, mutual respect, and ethical conduct in all aspects of the institution's operations.
- **Environmental Stewardship:** Pursue environmental sustainability and responsible development.

Core Values

ADAPTIVENESS. We embrace change and possess the flexibility to navigate evolving landscapes, a changing society, and the diversity of people, for advancing quality learning and preparing students for the 21st century and upliftment of the community.

INNOVATIVENESS. We push boundaries and explore new ideas that will lead to new and innovative solutions to poverty, social inequality, unemployment, digital divide, and climate change.

MISSION-DRIVEN. We commit to a shared vision of making a meaningful difference and contributing to the greater good by providing and maintaining a student-centered campus experience where everyone is respected and empowered.





HONESTY. We uphold an environment of transparency, integrity, and ethical conduct in all aspects of curriculum, instruction, research, and community engagements.

INCLUSIVITY. We celebrate diversity and promote inclusivity in all aspects of our institution. We value unique backgrounds, experiences, and perspectives of our students, faculty, and staff. We strive to create an inclusive and welcoming environment that respects and appreciates the contributions of every individual, ensuring equal opportunities for growth and success.

GOD-FEARING. We deeply acknowledge the profound importance of spirituality and moral grounding in our institution. Guided by principles of faith, compassion, and justice, we strive to cultivate a nurturing environment that fosters personal and collective growth.

HUMANE. We recognize and value the inherent dignity and worth of every individual. We are dedicated to treating everyone with respect, empathy, and understanding. We strive to treat everyone with empathy, kindness, and compassion, both within our organization and in our interaction with the wider community.

EXCELLENCE. We pursue continuous improvement and set high standards for ourselves, pushing beyond mediocrity to achieve exceptional results in environmental stewardship, sustaining life, and responsible development.

RESPECT. We cultivate an environment of mutual respect, where diverse perspectives are valued, and differing opinions are heard. We place a premium on open-dialogue, professionalism, empathy, ethical conduct, and personal growth. We foster a sense of belonging, collaboration, and well-being for all members of our community.





OPEN BOOK: It represents writing and creativity. It symbolizes the power of ideas, self-expression, and the importance of written communication.

ARTIFICIAL INTELLIGENCE AND TECHNOLOGY: It symbolizes an integration of advanced technologies, innovative strategies, and progressive methodologies in the fields of education and the resolution of issues.



CITY COLLEGE OF CAGAYAN DE ORO

AIM HIGHER

YEAR ESTABLISHED: City Ordinance No. 14564-2023, establishment of City College of Cagayan de Oro.

SCHOOL SLOGAN: Striving for excellence and it inspires students to pursue their passion and aim for success in their academic and professional lives.



THE GOVERNING BOARD

3.1 The Governing Board (GB). The City College shall be governed by a Governing Board composed of the following:

- . Chairperson: City Mayor
- . Vice Chairperson: City College President
- . Members:
 - i. President of the duly recognized Faculty Association
 - ii. President of the duly recognized Supreme Student Council/Government
 - iii. President of the duly recognized Alumni Association
 - iv. Chairperson of the City Council's Committee on Education
 - v. A representative of the Department of Science and Technology-Region X
 - vi. A representative of the Department of Agriculture-Region X
 - vii. A representative of the Department of Trade and Industry-Region X
 - viii. A representative of the Department of Education Division of Cagayan de Oro
 - ix. A representative of the Nahilaran IPS
 - x. A representative of the National Commission on Indigenous People (NCIP) Region X
 - xi. Representatives from duly recognized Business or Industry sectors who shall be appointed by the GB for a term of two (2) years:
 - 1. ICT Industry Sector
 - 2. Engineering Industry Sector
 - 3. Business Sector
 - 4. Health Sector
 - 5. Others as needed
 - xii. Representatives from the LGU Cagayan de Oro Executive Department:
 - 1. City Mayor's Office
 - 2. City Budget Office
 - 3. City Legal Office
 - 4. City General Services Office
 - 5. Others as needed
 - xiii. Permanent Resource Persons
 - 1. A Representative from Commission on Higher Education-Region X designated by the CHED Chairperson
 - 2. A Representative from the National Economic and Development Authority (NEDA)-Region X
 - 3. Others as needed



3.1.1. Term of Office and Compensation of Governing Board

- a) The terms of Office of the Chairman, Vice Chairman, Chairman of the Sanggunian Committee on Education, the President of the Faculty Association, the President of the Supreme Student Council, and the President of the Alumni Association shall be co-terminus with the terms of office of their respective positions;
- b) The term of the representatives shall be coterminous to their positions, subject to the confirmation of the Chairman of their respective Heads of Agency;
- c) The Representatives from an accredited business or industry sector shall serve a term of two (2) years with one possible re-election/ re-appointment;
- d) Members of the Board shall serve without compensation other than per diems and/or actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board.

3.1.2. Functions of the Governing Board

Generally, the GB is the highest policy making body of the City College, and as such, shall:

1. Set the vision and strategic direction of the City College, ensuring its alignment with the LGU's development agenda (RISE), higher education agenda, and the national government's thrust;
0. Establish effective and efficient structure of the City College;
3. Approve plans or policies related to the overall governance of the City College.

Specifically, the GB shall have the following duties and responsibilities:

- a. Establish policy guidelines, rules, regulations and procedures not contrary to law and which are necessary to carry the purpose of the function of the City College, and ensure participative decision-making and transparency within the institution;
- b. Approve academic arrangements for capacity building of the institution, with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange



professors, researchers, as the case may be, consistent with the provisions of the Transnational Higher Education Act (RA No. 11448), and other guidelines of CHED relative to such academic arrangements;

- c. Approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils in accordance with the existing CHED Policies, Standards and Guidelines and TESDA Circulars/Guidelines on program registration, scholarship and assessment and certification systems;
- d. Set policies on admission, retention, and graduation of students;
- e. Award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any field of specialization within the academic competence of the City College, subject to the existing CHED guidelines, and to authorize the award of certificates of completion of non-degree and non-traditional courses, subject to existing CHED policies and guidelines and TESDA circulars/guidelines;
- f. Ensure the efficient management of non-academic services such as medical and dental, guidance and counseling, career and job placement, canteen, buildings, grounds, property maintenance and similar services;
- g. Institutionalize and strengthen research, technology research, and extension programs;
- h. Recommend to the Local Chief Executive the appointment of President/Administrator or equivalent position of the City College from the list of three (3) qualified candidate/s / applicant/s based on the search made under Section 12 of CMO No. 18 Series 2022;
- i. Recommend to the Local Chief Executive the appointment/designation of the vice-presidents, deans, directors, heads of departments, faculty members and other officials and employees whose salaries and wages are wholly or mainly paid out of the local funds and whose appointments are not otherwise provided for under RA No. 7160, as well as those the Local Chief Executive may be authorized by law to appoint;
- j. 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 subject to



compliance with existing CHED policies, standards and guidelines and TESDA Circulars/Guidelines on program registration, scholarship and assessment and certification systems;

3.2 Board Meetings

3.2.1 Meeting and Quorum of the Governing Board

- a. The Governing Board shall meet quarterly. Special meetings may be convened by the Chairperson, provided that there shall be no more than three special meetings in a given year;
- b. A quorum of the Governing Board shall consist of a majority of all the members.
- c. All processes against the Governing Board shall be served on the President or Secretary thereof;
- d. The Chairperson shall preside over all Regular and Special Meetings of the Board. In case he/she is unavailable, the Vice Chairman shall serve as the Presiding Officer.

3.2.2 Special Meetings

- a. The GB Chair or Vice-Chair may call special meetings whenever necessary, provided the members of the GB have been duly notified in writing at least three (3) days before the date of the special meeting. (Sec. 12.4, RA 8292 IRR)
- b. GB members may petition the Chair or Vice-Chair for a special meeting based on legitimate and urgent concerns requiring Board action and decision. (Sec. 12.4, RA 8292 IRR)
- c. The agenda of special meeting shall be limited to specific matters needing urgent action/resolution of the GB
- d. Upon instruction of the GB Chair or Vice-Chair, the Board Secretary shall issue a Notice of Special Board Meeting and shall furnish every GB member the proposed agenda and pertinent supporting documents (Sec. 7, RA 8292)



3.2.3 Preparing Agenda of Board Meetings

- a. The College President shall initiate the submission of proposed agenda matters by the Vice-Presidents, Campus Directors/Heads, Integrated CSI Heads, if any, Deans, and other administrative officials at least twenty (20) days before the scheduled GB Meetings.
- b. The College President shall call an administrative meeting with the foretated officials and shall finalize the proposed agenda of board meetings based on the agreements during the executive session with the College President organized.

3.2.4 Preparing Minutes of Board Meetings

- a. The Board Secretary shall transcribe the proceedings/ deliberations of the Board from a tapescript.
- b. The Board Secretary shall prepare the Minutes of a Board Meeting based on the transcribed proceedings/deliberations following the order in the agenda and the format adopted/prescribed by the Governing Board.
- c. The Minutes of Board Meetings shall highlight the following:
 1. All lines in all pages of the Minutes shall be numbered consecutively at the right margin for citation expedience;
 2. The width of the left and right margins shall be in accordance with the standards set by the GB;
 3. All Resolutions shall be numbered and shall be consistent with discussions and deliberations. The action of the Board shall be indicated whether an agenda item is approved, confirmed, deferred or disapproved;
 4. The Board Secretary shall sign the minutes as certified true and correct and the College President shall attest as to the truth and accuracy of the minutes. The GB Chairman shall give the final approval.



PART 4. ORGANIZATION AND ADMINISTRATION

4.1 College President Selection and Appointment

The administration of the College shall be vested in the President of the College who shall render full-time service. The powers and duties of the President, in addition to those specifically provided in CMO No. 18 series 2022, shall be those usually pertaining to the Offices of the President of other colleges/universities, and those delegated by the Governing Board. The President shall have a term of four (4) years and shall be eligible for reappointment for another term only. The President shall hold an earned doctoral degree, defined as level 8 in the Philippine Qualifications Framework (L8) as stipulated in PQF-National Coordinating Council Resolution No. 2014-03 adopted in December 11, 2014 and its amendments thereafter, from a CHED-recognized higher learning institution, with at least five (5) years of relevant administrative experience. He/She shall be appointed by the Board upon recommendation of a duly constituted Search Committee.

4.1.1 Term of Office of the School President

- 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 Board shall have the authority to designate an Officer-in-Charge pending the appointment of a new president. In such a case, his successor shall hold office for the unexpired term.
- The powers and duties of the President of the College, in addition to those specifically provided in this Ordinance, shall be those usually pertaining to the Office of the President of a similar institution of higher education, and those instructions, circulars, memos, rules and regulations issued by the Commission on Higher Education (CHED) and the Association of Local College and Universities, and those delegated by the Board.
- The salary of the President of the College shall be equivalent to City College President III (Salary Grade 29) position classification, subject to the existing compensation and position classification system and shall be comparable to that being received by other presidents of similar educational institutions of similar standing.



- The term of office of the College President shall be four (4) years, with one possible re-appointment for another term

4.1.2 Creation of Search Committee for the President

The Search Process and Minimum Qualifications for the City College of Cagayan de Oro President are based on the applicable provisions of CMO No. 7 series of 2022. The following conditions shall apply in the conduct of the search for City College President:

- The Governing Board of the City College of Cagayan de Oro shall create a Search Committee for President (SCP) to search, screen, and recommend eligible candidates for President no later than six (6) months before the end of the term of the incumbent. The GB will designate the members of the SCP Secretariat to assist the SCP with its tasks and activities.
- The SCP shall have at least five (5) members selected by the GB composed of qualified representatives from the academic community, the private sector, CHED, Association of Local Universities and Colleges (ALCU) if the institution is a member of said organization, and other relevant government agencies as may be identified by the GB. The GB shall designate the Chairperson of the SCP from among its members. The SCP shall meet within fifteen (15) days from its constitution.
- No SCP member shall be related within the fourth civil degree of consanguinity or affinity, had or have personal, social, professional relationships, business interests of financial connections, and political party affiliations to an applicant for City College President to avoid conflict of interest.
If any such relationships exist, the SCP member shall disclose the relationship to the GB. The disclosure or discovery of such relations and conflict of interests or partially will serve as the basis for the GB to decide whether to revoke the appointment of the concerned SCP member.



4.1.3 Publication of Notice of Search for City College of Cagayan de Oro President

The SCP shall, within one (1) month from its first meeting, prepare the notice of search for City College President and publish it in at least one (1) newspaper of general circulation for at least three (3) consecutive weeks.

Publication in multimedia of the notice within the same time frame is also encouraged.

The notice shall include the minimum qualifications specified under Number 3 of Annex E of CMO No. 18, s. 2022, the documentary requirements specified in Number 4 Annex E of CMO No. 18, s. 2022, the deadline for submitting the requirements, and the place for the submission of the application. The applications shall be sent through the SCP Secretariat, addressed to the SCP Chairperson.

The applications and other documentary requirements shall be filed personally, through a representative, by registered mail, or by authorized private courier with the SCP Secretariat, provided that all the applications must be received on or before the deadline.

4.1.4 Minimum Qualifications

The minimum qualifications of any applicant for the City College Presidency shall be:

1. Not less than thirty-five (35) years old and not a day older than the sixty-first (61st) birthday at the time of application;
2. A Filipino citizen;
3. Holder of an earned doctorate degree that is defined as level 8 in the PQF under RA No. 10968, awarded by a CHED-recognized HEI or foreign institution accredited by its higher education ministry/commission or appropriate regulatory body;



- 
4. With proven track record as HEI administrator (e.g., president, vice-president, dean, campus administrator, director) or high-level management executive/administrator, whether in the public or private sector, for at least five (5) years; Nomenclature of the position is high-level management; and,
 5. Must not have been convicted for a crime involving moral turpitude, or an offense punishable by imprisonment for a period exceeding six (6) years, or suspended administratively for twelve (12) months, or dismissed from the service.

The GB may set additional minimum qualifications it deem fit.

4.15 Documentary Requirements for City College Presidential Applicants

Interested applicant must submit one (1) of original and six (6) certified

photocopies of the following documents to the SCP Secretariat:

1. Formal application letter addressed to the Chairman of the Governing Board;
2. Detailed curriculum vitae, attested and signed by the applicant;
3. Transcript of records, training certifications, professional accreditations, diplomas, and employment/service records;
4. Published research work, if any;
5. Signed and notarized statement containing the Proposed Vision, Mission and Development Goals for the City College of Cagayan de Oro
6. Certificates/clearances from the following government agencies, obtained not more than three (3) months from the filing date of the application indicating that the applicant has not been found guilty in any administrative and/or criminal case:
 - National Bureau of Investigation (NBI)
 - Sandiganbayan
 - Civil Service Commission (CSC)
 - Municipal or Regional Trial Court
 - Ombudsman (for government employees)
 - Institution/Company where the applicant is presently employed



In case of delay in the issuance of the agency/office concerned due to pandemic or fortuitous events, proof of payment of application fee may be used in the application subject to submission of the certificates/clearances at the time of the pre-evaluation process by the SCP. The deadline of which can be set by the SCP.

7. Birth certificate authenticated by the Philippine Statistics Authority;
8. Medical certificate of physical fitness issued by a Physician from a government health institution not in any way connected with the applicant of the City College;
9. Drug testing certificate pursuant to the CSC memorandum Circular No. 13, s. 2017;
10. Neuro-psychiatric examination result obtained from a government health institution. In the case there is none, the neuro-psychiatric examination result shall be obtained from a DOH-accredited institution not connected with the applicant;
11. Duly accomplished, computerized, and notarized Personal Data Sheet (CSC Form; and,
12. Other documents that may be required by the City College GB:

The documentary requirements shall be submitted on or before the deadline specified in the published notice of search and call for application.

An applicant who does not meet any of the above minimum qualifications and fails to submit any of the documentary requirements shall automatically be disqualified from the search process.

4.1.6 Submission and Pre-evaluation Process

The procedure for the submission and pre-evaluation of applications for the City College Presidency is as follows:

1. An applicant or his/her representative must submit all the required documents to the SCP Secretariat within the prescribed period.
2. The SCP Secretariat shall transmit the original and photocopies of the documents submitted by an applicant to the SCP. All original documents submitted by an applicant that are accepted by the SCP secretariat must be returned to the applicant within sixty (60) days after the completion of the search and selection processes.



3. The SCP Secretariat shall submit a status report relative to 5.a and 5.b, as well as a summary of documents received and the issues it encountered, to the SCP Chairperson within ten (10) calendar days after the deadline set in the Published Notice
4. Upon receipt of the SCP Secretariat Report, the SCP shall convene within a reasonable period to determine if the documents screened and pre-evaluated by the SCP Secretariat are indeed complete. The SCP shall also look into the documentary issues that the SCP Secretariat encountered and reported, and all the documents attached to the report to validate the decision of the SCP Secretariat. During this period, the SCP is given the authority to ascertain, validate the validity of the compliance with the minimum requirements and/or documentary requirements.
5. If the SCP decides to disqualify an applicant because of failure to comply with all the minimum requirements and/or submit all the documentary requirements, it shall immediately inform the applicant, stating the reasons for the disqualification.
6. A motion for reconsideration of an applicant's disqualification may be filed with the SCP and should be resolved by the SCP within five (5) days from the receipt of the MR. Decisions of the SCP may be appealed to the GB. The decision or resolution of the SCP disqualifying an applicant for failure to submit the complete requirements on time shall be final. All original documents shall be returned to the applicant.
7. In case the SCP has determined, that there are three or more qualified applicants, the SCP through its Chairperson shall immediately send formal notices to the applicants inviting them to proceed with the succeeding phases of the search, i.e., the public presentation and panel interview to be held in the City College premises.
8. In case the SCP has determined that there are less than three (3) applicants who have submitted applications or less than three (3) applicants who have qualified, the SCP shall report the same to the GB.

4.1.7 Criteria for Evaluation

In general, applicants for City College Presidency shall be evaluated in, but not limited to, the following major areas:

- a. Professional Competence
- b. Academic Background
- c. Public Forum/Presentation
- d. Panel Interview



The evaluation instrument shall be developed by the SCP subject to the approval by the Governing Board.

4.1.8 Search Process Proper

The screening and selection of candidates/applicants shall observe the following process:

- A. Profile Appraisal. The SCP shall devise its appraisal form considering the requirements for the position.
- B. Panel Interview by the SCP;
 - I. The sequence of the interview shall be determined by drawing of lots. Each of the applicants shall be interviewed using a set of predetermined questions formulated and agreed upon by the SC and rated accordingly using an evaluation criteria sheet devised by the SCP.
 - I. Each member of the Committee shall be allowed to ask a minimum of three (3) questions. Each question, however, may be followed up by another clarificatory question.
 - I. Questions related, but not limited to the following areas may be asked during the individual interview:
 - a. Leadership skills
 - b. Relations with City College community and the general public
 - c. Management competencies
 - d. Resource generation/Good relations with Alumni
 - e. Personal values/Stature in the academic profession
 - f. Commitment to academic excellence and promotion of academic freedom
 - IV. The same process shall be observed up to the least interviewee
 - V. There shall be a designated place, which shall serve as the holding area for applicants waiting for their turn to be interviewed.
 - VI. Nothing in this process, however, shall prevent the GB from conducting the interview of the applicants for better appreciation of the applicants' abilities and readiness for the position.



C. Public Forum/Presentation

- i. The applicants shall appear before an audience composed primarily of representatives coming from the following sectors: the students, faculty, non-teaching staff, LGU, parents, alumni association, and other stakeholders.
- ii. Prior to the scheduled public forum/presentation, the aforementioned concerned sectors shall select from among themselves, representatives who shall act as the sector's spokespersons during the public forum.
- iii. An evaluation criteria sheet shall be devised by the SCP to rate the applicant's presentation.
- iv. The sequence of the individual presentation shall be determined by drawing of lots.
- v. After drawing lots, a five-minute (5 minute) recess shall be declared to give a chance to the presenter to prepare while the rest shall be ushered to a separate waiting area where they will not have the opportunity to listen to the presentations being done by other candidates.
- vi. The applicant shall be given a maximum of fifteen (15) minutes (depending on the number of applicants) to give a brief description about himself/herself and present to the public his/her mission/vision for the City College.
- vii. The presenter shall be allowed to use slide presentations or presentations with the aid of any equipment provided that they submit a printed report of their presentation to the SCP before the presentation.
- viii. A timekeeper shall be assigned to remind the applicant two (2) minutes before the expiration of the fifteen (15) minutes given and another reminder at the expiration of the fifteen (15) minutes.
- ix. The same process shall be observed up to the last presenter.
- x. After the last presenter, there shall be a 15-minute recess for the preparation of the Open Forum.



xi. Sheets of paper will be made available during the presentation for those, which shall be read by the moderator for the applicants to respond.

xii. The SCP shall screen questions from the audience to avoid inappropriate queries which shall be derogatory to the applicant.

xiii. The Finalization and Submission of the SCP Report

The SCP shall submit the names of all qualified candidates ranked based on the accumulated scores that each obtained in the major areas for evaluation to the GB. Furthermore, the SCP shall submit to the GB the summary of the criteria evaluation sheet and the procedures followed/used for the Search.

4.2 City College Organizational Structure and Functions

City College of Cagayan de Oro, a dynamic educational institution within the Local Government Unit of Cagayan de Oro, thrives on a well-defined organizational structure and multifaceted functions. This exploration delves into the intricacies of how our Academic, Research, and Administrative division operates, highlighting the key components that drive our institution toward excellence

4.2.1 Office of the President

The Office of the College President stands as the central hub of leadership and governance at City College. Within this office, several key divisions operate in tandem, each with a unique role in shaping the college's mission and vision. These divisions encompass:

4.2.1.1. Internationalization and Sustainable Development: The Internationalization and Sustainable Development and is responsible for leading and overseeing the institution's efforts to promote global engagement and sustainability initiatives. This includes developing strategic plans, fostering international partnerships, and implementing sustainable practices that align with the institution's mission and contribute to global awareness and responsible development.

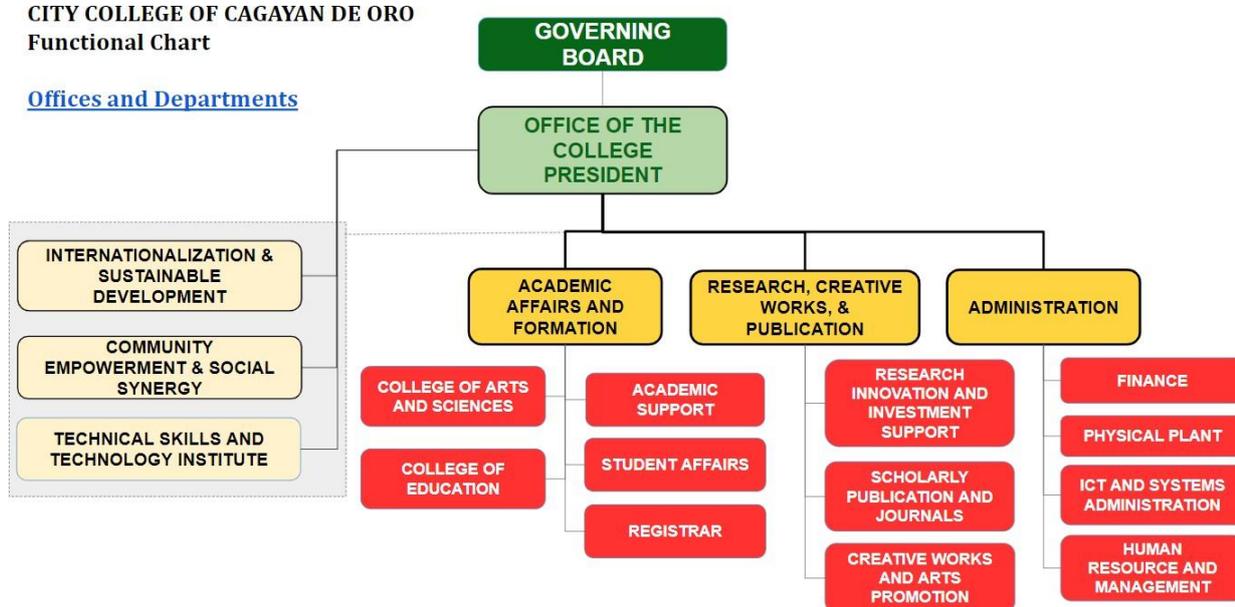


4.2.1.2. Community Empowerment and Social Synergy: The Community Empowerment and Social Synergy Office at a City College is dedicated to strengthening the college's connection with the local community and promoting social cohesion. The role oversees volunteer programs, develops social impact initiatives to address community needs, and encourages faculty and students to engage in service-learning and civic activities.

4.2.1.3. Technical Skills and Technology: This division seamlessly integrates TESDA Accredited programs, ranging from NCI to NCIII, along with Trainer's Methodology. Its focus is on equipping students with practical skills and technical knowledge to excel in their chosen fields.

CITY COLLEGE OF CAGAYAN DE ORO
Functional Chart

Offices and Departments



Additionally, the office plays a pivotal role in assessing the impact of its initiatives to ensure they contribute positively to the broader social, economic, and educational well-being of the community, aligning with the college's commitment to social responsibility and community development.

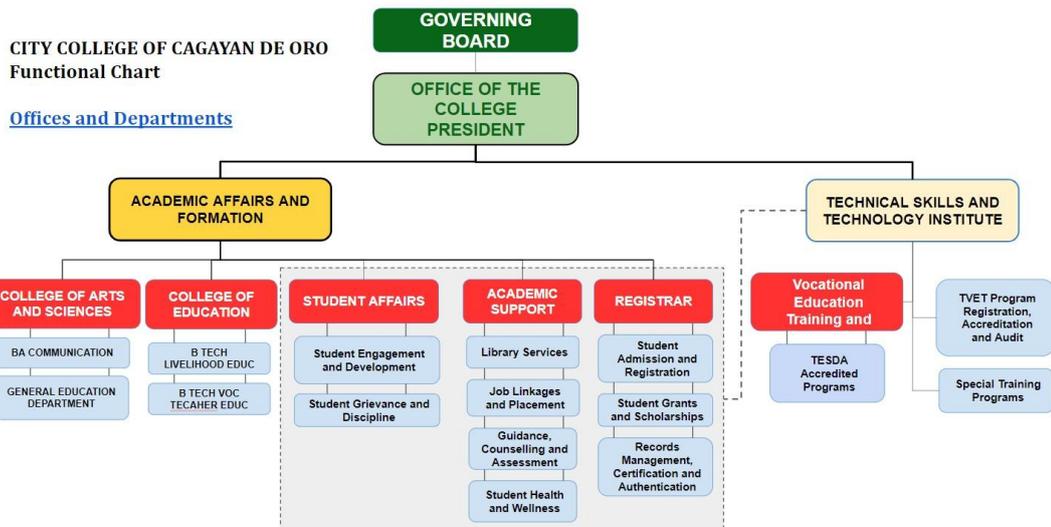


4.2.2 Office of the Vice President for Academic Affairs and Formation

The Vice-President for Academic Affairs assumes a direct responsibility to the President for the implementation of educational policies, program execution, and project oversight within the institution. This multifaceted role involves supervising curricular, instructional, and other academic activities, including the crucial aspect of student formation. Furthermore, the Vice-President spearheads the execution of approved academic plans, working in close coordination with Division Heads and Unit Heads to ensure the smooth operation of academic affairs at City College. Their leadership extends to actively participating in the college council, contributing significantly to the development and enhancement of the institution's academic landscape.

- 4.2.2.1 **Higher Education Programs:** This division plays a pivotal role in the City College by meticulously overseeing the development and implementation of academic curricula for both undergraduate and postgraduate programs. Its dedicated team of faculty and administrators work collaboratively to craft educational experiences that not only meet but exceed rigorous academic standards.
- 4.2.2.2 **Academic Support:** Within this division, key components include the School Registrar, which handles academic records, Student Grants and Scholarships, provides financial aid opportunities, Guidance and Counseling services for students' emotional and academic well-being, a comprehensive Library for research and study materials, and Job Linkaging to connect students with career opportunities.
- 4.2.2.3 **Student Affairs and Services:** This division plays a vital role in fostering student development through Student Engagement initiatives, managing Grievance and Discipline matters to maintain a conducive learning environment, and promoting Health and Wellness programs to ensure students' physical and mental well-being.





4.2.3 Office of the Vice President for Administration:

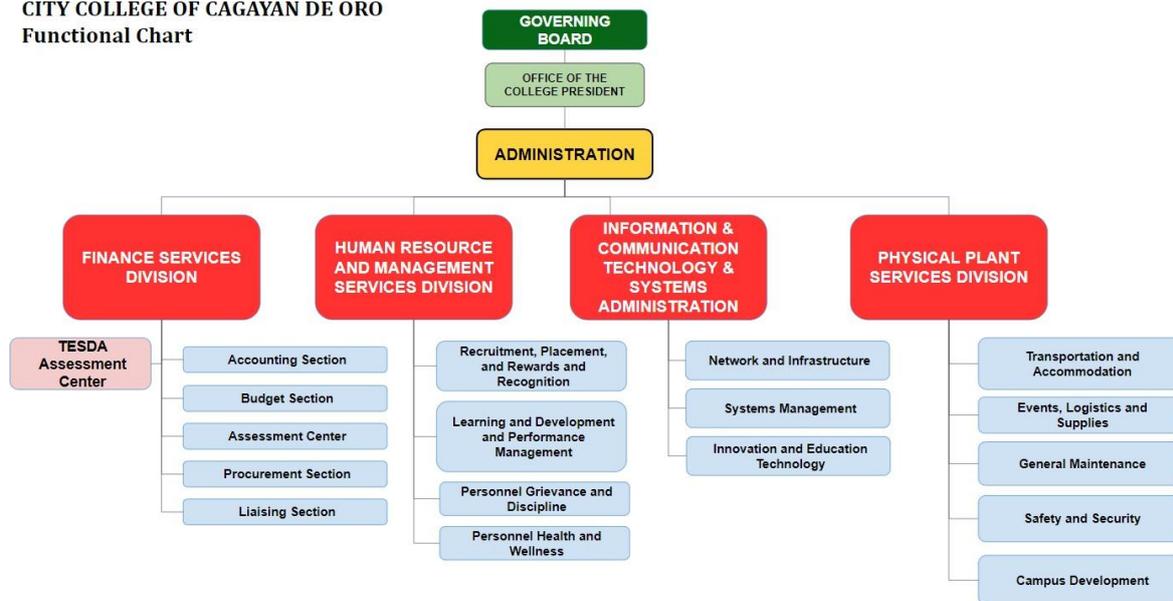
The Office of the Vice President for Administration and Services holds a central position within the administrative structure of City College. This office is charged with the implementation of administrative policies, the oversight of critical operational functions, and the delivery of essential services to both internal and external stakeholders. It encompasses several key divisions, including Facilities Management, Human Resources, Financial Services, and others.

- 4.2.3.1 **Finance Services:** This division manages the college's financial resources, including budgeting, accounting, and financial reporting, ensuring efficient financial operations and compliance with fiscal regulations. It also serves as a TESDA Assessment Center and facilitates liaising with relevant bodies.
- 4.2.3.2 **Human Resource and Management Services:** Responsible for the recruitment, development, and management of college staff and faculty. This division oversees HR functions, such as personnel management, training, and employee relations.
- 4.2.3.3 **Physical Plant Services:** Responsible for the college's physical infrastructure, including maintenance, facilities management, and campus development, providing a conducive learning environment. Additionally, it oversees Transportation and Accommodations, Events planning, logistics and supply, and safety and security measures to support the college's overall operations.



4.2.3.4 Information & Communication Technology and Systems: This division handles technology infrastructure, including network systems, software, and communication tools, supporting the college's IT needs and ensuring smooth information flow and system reliability.

CITY COLLEGE OF CAGAYAN DE ORO
Functional Chart



4.2.4 Office of the Vice President for Research, Creative Works, & Publication

The Office of the Vice President for Research, Creative Works, & Publication embodies the spirit of exploration and innovation at City College. This office plays a crucial role in advancing our commitment to intellectual inquiry, creativity, and scholarly dissemination. It oversees research initiatives, fosters creative endeavors, and facilitates the publication of knowledge and ideas generated within our academic community. Within its purview, various divisions collaborate, including Research Development, Creative Arts, and Publication Services.

4.2.4.1 Research Ethics and Compliance Board:

- This division ensures that all research activities within the college adhere to ethical standards and regulatory compliance. It reviews research proposals, monitors ongoing projects, and safeguards the integrity of research conducted at the institution.



4.2.4.2 Research Support and Fundings:

- Responsible for facilitating and securing funding opportunities for research initiatives, this office supports researchers in the college by providing guidance on grant applications and helping to secure the necessary resources for their projects

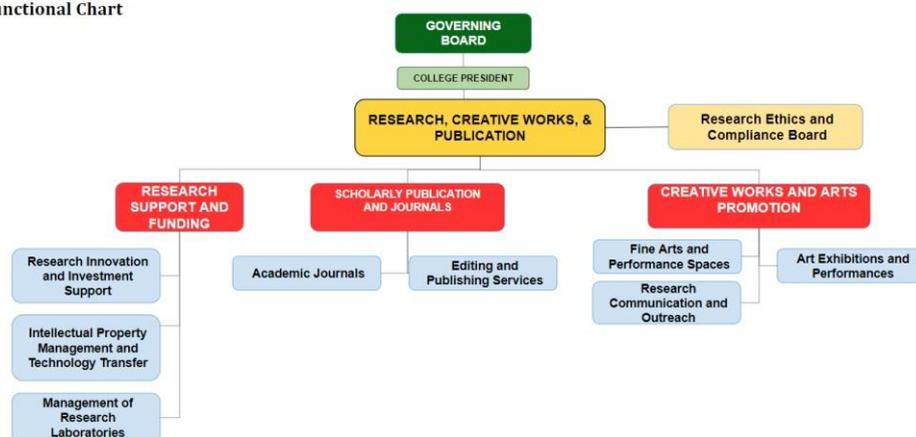
4.2.4.3 Scholarly Publications and Journals:

- This division focuses on the dissemination of research findings. It oversees the publication of scholarly works and journals, promoting the sharing of knowledge both within the college community and with the wider academic community.

4.2.4.4 Creative Works and Arts Promotions:

- Dedicated to fostering creativity and artistic endeavors, this division supports and promotes creative works and the arts within the college. It encourages and showcases the artistic talents of students and faculty, contributing to a vibrant cultural and artistic atmosphere on campus.

CITY COLLEGE OF CAGAYAN DE ORO
Functional Chart



4.2.5 The Administrative Council

(a.) There shall be an Administrative Council, consisting of the College President as Chair, Vice-President for Academic as Co-Chair, and Division Directors under the Administrative cluster.

(b.) Powers and Function. Subject to the approval of the GB, the Administrative Council shall have the following powers:



1. Policy Development. Formulate policies for efficient governance of the City College.
2. Strategic Planning. Set goals and strategies for long-term growth.
3. Institutional Oversight. Supervise units for compliance and accountability.
4. Resource Management. Optimize allocation of resources.
5. Stakeholder Engagement. Foster relationships with stakeholders.
6. Continuous Improvement. Assess performance and implement enhancements in the delivery of services.

4.2.6 The Academic Council

(a.) There shall be an Academic Council consisting of the College President as Chair, VP for Academics and Formation as Co-Chair, VP for Research as Co-Chair, College Deans and Chairpersons of the Undergraduate Programs, and the Director for Student Affairs

(b.) *Powers and Function.* The Academic Council shall have the power to prescribe the policies and guidelines on matters such as curriculum development, review, and implementation, program assessment, faculty appointment and promotion, academic policies, student academic support, and accreditation and quality assurance. The College Council alone shall have the power to set the requirements for admissions, graduation and receiving of title or degree and recommend students or others to be recipients of titles or degrees. Through the City College President, or committee, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline. All these are subject to the approval of the Governing Board.

Part 5. FACULTY AND ACADEMIC REGULATIONS

5.1 Appointment

In the context of the City College, faculty appointments strictly adhere to non-discriminatory principles. No consideration is given to political beliefs, gender preferences, cultural or community affiliations, ethnic origins, or religious opinions or affiliations during the appointment process. Furthermore, it is stipulated that no faculty member shall promote or advocate for any specific church or religious sect.





All faculty appointments are subject to the guidelines, qualifications, and standards established by the Governing Board, ensuring a fair and merit-based selection process in accordance with Section 45 of RA 10919.

The status of appointment of the faculty may either be permanent or temporary:

5.1.1 PERMANENT POSITION:

A permanent appointment is granted to a faculty member who meets the qualification standards for their faculty rank and successfully completes the probationary period. The duration of this probationary period, ranging from 6 months to 2 years, is determined by the governing board of the City College (LUC), unless otherwise specified by the CSC and LGU of CDO Human Resource Management. This approach ensures that faculty members undergo a rigorous assessment period before receiving a permanent appointment, maintaining high academic standards within the institution.

5.1.2 TEMPORARY POSITION:

A temporary appointment is granted to a faculty member who does not meet the education, experience, or training requirements of the position to which they are being appointed. This appointment's validity is limited to one school year. Faculty members under temporary status do not have job security and may be separated from their roles, with or without specific cause. Consequently, they are not eligible to claim back wages, salaries, or reinstatement to their positions. They may also be replaced within the twelve-month period, either by qualified eligibles or non-eligibles. However, in certain instances, the employment or service of temporary appointees may be terminated without immediate replacement. A written notice of service termination, signed by the appointing authority, must be provided to the temporary appointee 30 days prior to the termination or removal.

5.2 Admission Requirements

A faculty member, whose role encompasses instruction, research, and extension activities, is typically expected to hold a Master's degree and be a licensed professional in their respective field.



5.2.1 Eligibility Standards

However, it is acknowledged that there may be a shortage of Master's degree holders in certain specialized fields. In such cases, mandating a Master's degree as a faculty entry requirement could unnecessarily limit the university's flexibility in faculty recruitment. To address this, and to ensure the ongoing development of intellectual resources for instruction and research, faculty members without graduate degrees may be considered for hiring under the following conditions:

1. When the college identifies a shortage of Master's degree holders in the required field of specialization or related fields.
2. When there are no applicants with Master's degrees in the relevant area of specialization or its related fields.
3. Faculty members hired to teach courses related to professional licensure must hold a valid registration and/or license from the Professional Regulation Commission (PRC) in their field of specialization.
4. Faculty without a Master's degree may receive a temporary appointment for up to one (1) year, in accordance with Section 27(2) of Book V of the Administrative Code of 1987. Renewal of temporary appointments is limited to four (4) times from the date of the initial appointment.
5. This policy on temporary appointments aligns with the City College Faculty Development Plan. Each Bachelor Program is required to submit a 5-year faculty development plan, specifying program specializations and faculty members interested in pursuing further studies.
6. The City College, through the Governing Board, may annually evaluate faculty members without Master's degrees regarding their progress toward obtaining an MA degree. To gain an advantage over new applicants, they may need to provide status/progress reports or documents indicating their commitment to graduate studies.
7. Temporary faculty members without graduate degrees must complete their Master's degrees within five (5) years from the date of their initial temporary appointment.
8. Temporary faculty members unable to complete their graduate degrees within five (5) years will not be eligible for reappointment, unless exceptional circumstances, such as the absence of a Master's degree program in the discipline offered, warrant an exception as determined by the Academic Council and the Governing Board.



5.3 Hiring and Selection

In the City College of Cagayan de Oro, which operates under the governance of the Local Government Unit of Cagayan de Oro and is subject to oversight by the City College Academic Council and the Governing Board, the faculty recruitment process is carefully structured. Applications are initially submitted to the Human Resource Office. Upon review, qualified applicants who have successfully met all application requirements proceed to the shortlisting phase. Subsequently, candidates undergo a comprehensive evaluation process, which includes a courtesy interview with the HR Director. Following this, they face assessment by an appointed committee, which includes a teaching demonstration and psychological and aptitude exams. As part of the final assessment, the applicant's reference and background checks are conducted. Candidates who receive favorable results from these checks are then ranked, and employment offers are extended accordingly. This meticulous selection process ensures that the City College of CDO maintains a high standard of faculty quality and competence in alignment with the guidance provided by the Academic Council and the Governing Board.

5.3.1 Faculty Ranks

These are the positions or ranks in the faculty such as the following:

FACULTY RANK	SUB-RANKS
Instructor	I - III
Assistant Professor	I - IV
Associate Professor	I - V
Professor	I - III



5.3.2 Qualification Standards

POSITION TITLE	SG	EDUCATION	EXPERIENCE	TRAINING	RESEARCH OUTPUT	COMMUNITY EXTENSION SERVICE	ELIGIBILITY
Instructor I	12	B.S. Degree + 6 units MA	None	None			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor II	13	B.S. Degree + 12 units MA	1 year relevant experience	4 hrs. of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Instructor III	14	B.S. Degree + 18 units MA	2 years of relevant experience + VS Performance Rating	8 hours of relevant training			None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. I	15	B.S. Degree + 9 units MA	3 years of relevant experience + VS Performance Rating	15 hours of relevant training	-Local - Unpublished -Research Action/ Applied -Research in Any Discipline	-Outreach Program Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. II	16	B.S. Degree + 9 units MA	4 years of relevant experience + VS Performance Rating	20 hours of relevant training	- Local - Unpublished Research -Action/ Applied Research in -Any	-Outreach Program Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)



Discipline

Below are the minimum qualification standards for faculty position appointments:

Asst. Prof. III	17	Master's Degree	4 years of relevant experience + VS Performance Rating	25 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in -Any Discipline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Asst. Prof. IV	18	Master's Degree	4 years of relevant experience + VS Performance Rating	28 hours of relevant training	- Local -Unpublished Research -Action/ Applied Research in Any Discipline	- Outreach Program - Participative	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor I	19	MA	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community Based Action Research Published Research	Community Based Action Research Published Research	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor II	20	Associate Professor II	5 years of relevant experience + VS Performance Rating	30 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)



Associate Professor III	21	MA + 18 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
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Associate Professor IV	22	MA + 24 units Doctorate	6 years of relevant experience + VS Performance Rating	35 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Associate Professor V	23	MA + Doctoral Academic Units Completed	7 years of relevant experience + VS Performance Rating	40 hours of relevant training	Community Based Action Research Published Research	Civic Welfare Service	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor I	24	Doctoral Degree	8 years of relevant experience + VS Performance Rating	40 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080 (for courses requiring BAR or BOARD eligibility)
Professor II	25	Doctoral Degree	8 years of relevant experience + VS Performance Rating	45 hours of relevant training	Scientific, Educational, Technical, Technological Research	Significant Contribution to Community Development	None required; RA 1080

5.3.3 Merit and Promotion

The Merit and Promotion Committee at City College is responsible for evaluating faculty members' performance and accomplishments to determine eligibility for merit recognition and faculty promotions. They establish and review criteria for these assessments in line with CHED standards, maintain comprehensive records, and submit their recommendations and reports to the College President.





The final approval for these recommendations rests with the Governing Board.

Guidelines:

1. A faculty member may be considered for promotion to a higher faculty rank/sub-rank on the basis of the minimum requirements (education, training, scholarship grants, and eligibility, whenever necessary) of the position, including performance rating of at least Very Satisfactory during the last two (2) rating periods.
2. In cases where the competence and qualification of two or more faculty members are comparatively at par, preference shall be given to the candidate in the department where the vacancy exists.
3. The filing and pendency of an administrative case against a faculty member shall not constitute a disqualification from promotion.
4. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.
5. Positions belonging to the closed career system are exempted from the three-salary grade limitation on promotion.
6. A faculty member who is on local or foreign scholarship or training grant or pregnant or on maternity leave or on secondment may be

5.4 Faculty Rights and Privileges:

Alongside rights granted by law, all faculty members shall have the following entitlements in accordance with Sec. 10 of BP 232:

5.4.1 RIGHTS:

1. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the Institution;



2. The right to be provided with legal service by the College, when charged in administrative, civil and/or criminal proceedings by parties other than the Institution for Actions committed directly in the lawful discharge of professional duties and/or in defense of the institution's policies;
3. The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests and
4. The right to be free from involuntary contributions except those imposed by their own organizations.
5. The right to due process in matters of appointment, promotion, and evaluation, ensuring fair and equitable treatment throughout these processes.
6. The entitlement to academic freedom, allowing faculty members to pursue research, engage in critical inquiry, and express their findings without undue interference
7. The right to professional development opportunities, including access to training, conferences, and resources to enhance their skills and knowledge.
8. The privilege to participate in shared governance and decision-making processes, allowing faculty members to have a voice in academic and institutional matters.
9. The right to a safe and conducive working environment, which includes measures to ensure physical and emotional well-being.
10. The entitlement to fair compensation, benefits, and job security, recognizing the value of faculty contributions to the institution's mission and goals

5.4.2 Medical Privileges

For each campus within the City College Academic Community, under the direction of the Head of the Medical-Dental Unit, shall conduct a thorough and complimentary annual physical examination for all faculty members, ensuring their health and well-being.

5.4.3 Leave Privileges

Leave privileges are a defined right granted to officials and employees, allowing them not to report for work, with or without pay, as stipulated by relevant laws and as outlined in Rule XVI (CSC Res No. 98-3142 s. 1998 Administrative Code of 1987).





Monetization involves the advance payment, within specified limits and subject to predetermined terms and conditions, of the monetary equivalent of an employee's leave credits upon their request, without the need to actually take leave.

Commutation of leave credits refers to the conversion of unused leave credits into their corresponding monetary value. Cumulation of leave credits, on the other hand, denotes the gradual accumulation of unused leave credits by an official or employee over time.

5.5 Faculty Obligations and Roles

5.5.1 Ethical and Societal Responsibilities

Each faculty member is mandated to function as a catalyst for positive societal, economic, moral, intellectual, cultural, and political transformations within both the college and the surrounding community, while adhering to national policies (Sec. 16 (6) BP 232).

5.5.2 Professional Responsibilities

Each faculty member is entrusted with the duty of actively nurturing and fostering their professional development while upholding professionalism consistently (Sec. 16 (4) BP 232). They are expected to strictly adhere to prevailing laws, rules, and regulations that govern public officials and employees, including RA 6713 (Code of Conduct and Ethical Standards for all Public Officials and Employees), RA 3019 (Anti-Graft and Corrupt Practices Act)

The Administrative Code of 1987, and The Code of Ethics for Professional Teachers (Board for Professional Teachers Resolution No. 435, Series of 1997).

5.5.3 Designated Working Hours

5.5.3.1 Part-time Teaching

To maintain the quality of education in teaching areas, the City College may appoint teaching staff on a part-time basis provided that they meet the requirements of the position. Part-time appointment may either

be to a regular Plantilla faculty position or hiring through a contract of service or a job order. Working hours of part-time teaching staff shall be as follows:



1. Part-time teaching staff may be allowed to render an accumulated twenty (20) hours per week instead of the four-hour continuous service every working day, provided the needs of the City College are served.
2. The Head of the department may, with the approval of the President of the City College and in the exigency of the service, further reschedule the time of part-time teaching staff to satisfy the 20-hour work week requirement, provided, that continuous service is available to the City College at all times during the week.
3. Part-time teaching staff may not be required to use the bundy clock. However, they shall be required to keep records of their attendance in a logbook and accomplish CS Form 48 (DTR) consistent with the entries in the logbook for accounting and auditing requirements.
4. Part-time contract of service shall be submitted to the CSC Regional Office (CSCRO) having jurisdiction over the City College for review of its stipulations within thirty (30) days from the execution and signing of the contract of service, MOA or job order which shall be the date indicated on the said instruments. (CSC MC No. 17, s. 2002)
5. The City College's shall establish a mechanism of accountability with appropriate sanctions relative to part-timers covered by contract of service/job order.

5.5.3.2 Flexi Time Schedule

The head of each department within the City College has the authority to grant flexibility in working hours to faculty members under their supervision.

This flexibility aims to facilitate the efficient execution of the faculty's four-fold functions, which encompass instruction, consultation, research, and extension services. However, it's essential to emphasize that despite this flexibility, the standard workweek of forty hours must be rigorously adhered to as per the established guidelines. In essence, this policy aims to strike a balance between accommodating the diverse roles and duties of faculty members while ensuring that their overall work commitments align with the institution's prescribed workload standards.



5.5.4 Institutional Duties and Guidelines

Faculty members are naturally entrusted with the responsibility of contributing to the university's administration, as outlined in Republic Act No. 8292 – The Higher Education Modernization Act of 1997.

Their active participation in governance processes and adherence to institutional policies are essential for the effective functioning and advancement of the academic institution, fostering a culture of excellence and innovation.

5.5.4.1 Administrative Roles and Committees:

Faculty members can be appointed to administrative roles by the College President, complete with the allocation of release time and benefits, following established institution protocols. Furthermore, faculty members may be tasked with serving on standing or ad hoc committees, contributing to governance-related functions or facilitating major institution initiatives. In the interest of equity, committee assignments are distributed as evenly as possible to prevent undue workload burdens on any individual faculty member. It is anticipated that faculty members will engage actively in their committee assignments to ensure their effective fulfillment

5.5.4.2 Participation in Departmental, College, and Institutional:

Faculty members are required to be present at formal departmental events and other college functions, which encompass cultural and academic gatherings, faculty assemblies, professional development sessions, and specially convened faculty meetings as directed by relevant academic authorities as needed. In instances where a faculty member is unable to attend an official function or meeting, it is expected that they will submit a formal letter, outlining the reasons for their absence, through the appropriate channels to the relevant academic administrator.

5.5.4.3 Registration and Proctoring:

When on full-time status, faculty members are anticipated to provide support in registration and proctoring duties during both enrollment and examination periods, whether within their home department or within the college program to which they are affiliated.



5.5.4.4 Custodianship of College Assets

In their capacity as a member of the City College academic community, faculty members are obligated to collaborate in safeguarding the institution's assets, as well as in the maintenance and preservation of campus structures and facilities. In cases where students are responsible for any damages, the respective faculty member is required to promptly report such incidents to the Director of Student Affairs.

5.5.4.5 Resource Mobilization

In the process of fundraising for any objective, faculty members must obtain prior written authorization from the VP for Administration. Subsequently, the Finance Officer will be assigned by the VP for Admin to oversee the financial responsibility of the faculty member's representing the solicitation unit.

5.5.4.6 Clearance Procedures:

With the exception of designated faculty members, full-time faculty members are obligated to furnish the Human Resource Management Office (HRMO) with a faculty clearance at the conclusion of each academic year.

Clearances may also be requested from faculty members on specific occasions, such as commencing a study leave, taking an extended leave of absence, or submitting a resignation notice.

5.5 Classes:

Classes play a vital role in shaping the academic landscape of our institution, addressing various crucial aspects that directly impact our faculty members and students. Within this comprehensive manual, you'll find in-depth information on the following key areas:

5.5.1 Schedule of Classes:

The schedule of classes shall be prepared by the Registrar in accordance with the academic calendar after consulting with Deans and Directors and upon approval by the College President. Classes may start at 7:30 in the morning and end at 9:00 in the evening. To ensure security, a 10 PM curfew shall be enforced, with compliance mechanisms set by the College.



5.5.2 Class Size:

The College shall maintain class sizes in accordance with established quality standards, ensuring an appropriate ratio of students to faculty members to uphold the delivery of education in line with local and international benchmarks. The determination of class size will consider the instructional method and the availability of facilities. Generally, lecture classes for general education subjects should not have fewer than 30 students, while graduate classes should have a minimum enrollment of 5 students. Whenever feasible, laboratory class sizes should aim to have no fewer than 30 students. It is important to note that classes will not be subdivided to accommodate individual instructor preferences or convenience, preserving uniformity in class composition.

5.5.3 Suspension of Classes:

In cases of valid reasons, such as severe weather conditions or situations affecting public safety and order, classes may be suspended by the President or Dean of the College, ensuring the welfare and safety of all members of the institution.

5.5.4 Make-Up Classes:

Faculty members are permitted to conduct make-up classes when valid reasons for missed classes align with approved college or institutional policies and have received authorization from competent authorities. However, it should be ensured that the rescheduled classes do not detrimentally affect the interests of the students.

5.6 Faculty Workload

Faculty members may receive assignments related to instruction, research, consultation, extension activities, or a combination of these responsibilities. Additionally, a faculty member may be appointed to administrative roles, subject to the recommendation and approval of the VP for Academics and/or the College President, depending on the specific position's level.

The determination of the maximum workload for each faculty member will hinge upon their individual performance rating, as assessed by the VP for Academics, Department Chair, and the Dean.



5.6.1 Standard Workload:

To determine the 40-hour workweek, the responsibilities of a typical faculty member are categorized as follows:

- **Regular Teaching Load:** The typical full workload for faculty members will consist of 18 direct teaching contact hours or a combination of 12 units of teaching hours and 6 units dedicated to administrative, co-curricular, and extra-curricular responsibilities. The allocation of credit units among various categories of faculty members is as follows:
- **Teaching-Related Preparations:** This entails dedicating 10 hours per week to tasks directly associated with teaching.
- **Quasi-Teaching Assignments:** When applicable, these assignments may require 9-12 hours of commitment per week.

5.6.2 Institutional Loading Policy

Maximum Teaching Load	Units
College Deans	3
Directors	6
Chairs	9
Faculty	21

5.6.3 Workloads Guidelines:

- Senior faculty members are required to instruct at least one fundamental undergraduate course.
- All assignments will be documented in the workload form, which will determine the actual faculty workload, any instances of overload, and, when applicable, eligibility for overtime pay.
- Honoraria, serving as overtime pay, may be provided for courses conducted outside of the regular official schedule or on Saturdays.
- Co-curricular and extracurricular activities can earn equivalent teaching contact hours as credits.
- Efforts will be made to ensure a balanced distribution of workload among department faculty members. If equalization is not achievable, no authorization for overload pay will be granted.



- The workload submitted by faculty members shall be subject to a review, evaluation and confirmation process to be done by the Office of the Vice President for Academic Affairs in coordination with concerned offices.

5.7 Faculty Development

City College of Cagayan de Oro will establish a career and personnel development program for its faculty. This program encompasses various aspects such as training opportunities, including both local and foreign scholarships and grants, job rotation, counseling, mentoring, and other HRD interventions. This program will be integrated into the City College's merit system.

5.7.1 HUMAN RESOURCE DEVELOPMENT INTERVENTIONS

To achieve the main objective of the City College's personnel development program in bringing about highly educated and professional faculty members, the following policies are promulgated:

1. The City College shall develop and implement a continuing program of training and development for its faculty members.
2. The City College shall encourage its faculty members to pursue relevant local and foreign-assisted training/scholarship grants, attend seminars, conferences, workshops or related human resource development courses.
3. Selection of participants in training programs shall be based on actual needs for specialization and enhancement of competence, taking into consideration organizational priorities.
4. Preference shall be given to candidates with permanent appointment.
5. The City College may adopt other human resource development interventions such as the following:
 - a. Counseling – entails a one-on-one close interaction between a faculty member and a supervisor to jointly look at problems besetting him/her, which affect his/her performance and relationships with others. It is used generally as a corrective approach in helping an employee overcome his/her problem, which may be either personal or work-related.





b. Mentoring – a mechanism that guides a faculty member to the inner network of the City College, which may assist him/her in career advancement. It involves a manager’s investment in a high potential faculty member, providing an objective assessment of one’s strengths and weaknesses and ensuring opportunities to address them. This mechanism allows the faculty member to clarify “ambiguous” expectations of the City College and facilitates career growth.

c. Job Rotation – the sequential or reciprocal movement of a faculty member from one office to another or from one department to another within the same City College as a means for developing and enhancing the potentials of people in an organization by exposing them to the various functions of the City College. The duration of the job rotation shall be within the period prescribed by the City College head but shall not exceed twelve (12) months.

5.7.2 Continuing Professional Development of Faculty

Faculty members are actively engaged in ongoing professional development to enhance their teaching and research capabilities. This commitment to continuous learning ensures that our educators remain up-to-date with the latest educational methodologies and subject matter expertise, ultimately benefiting our students and the academic community.

5.7.2.1 Trainings/Workshops/Seminars/Conferences/Fora

In accordance with departmental and program requirements, seminars, workshops, and related events must be attended by eligible faculty members on a rotating basis, rather than being limited solely to the chairperson or the Dean. Requests for participation in training, seminars, conferences, forums, or meetings should be submitted using the designated Request Form and require approval from the competent authority. Financial support for such activities is contingent upon the approved annual budget of each division, college, satellite campus, or unit.



- Training/Seminars/Conferences/Fora: City College encourages faculty members to actively engage in training, seminars, conferences, and fora to enhance their instructional, research, and extension skills. Participation, including attendance and paper presentations, is supported to further their professional development.
- Workshops/Meetings of Professional Associations/Inter-institutional Associations: Financial support will be provided when faculty members with designated roles such as Department Chairman, Dean, or VP attend workshops or meetings related to their responsibilities. Faculty members without specific administrative roles may attend such events on Official Time Only.
- Reports: Following their participation, faculty members are required to submit a report on the training, seminars, conferences, fora, or meetings they attended within two working days upon their return. These reports are to be forwarded to the Office of Human Resource Management for documentation and information purposes.

5.7.2.2 In-Service Training and Workshops

In pursuit of its commitment to enhance the caliber of higher education, the City College will implement in-service modular workshops and training sessions for its faculty members.

These programs will feature both internal and external speakers who will comprehensively examine various aspects of school and national policies related to instruction, research, and extension. This includes, but is not limited to, the following key areas:

- National Competency-Based Teacher Standards
- Professionalism in Teaching
- Teaching-Learning Strategies
- Knowledge and Performance Assessment
- Outcome-Based Education
- Oral and Written Communication
- Feedback and Facilitation
- Program Development and Evaluation
- Research and Publication



- CHED (Commission on Higher Education) and CSC (Civil Service Commission) Policies and Standards
- City College Administrative and Academic Policies

These workshops and training sessions are designed to equip faculty members with a comprehensive understanding of these crucial policies, ensuring alignment with the University's commitment to excellence in higher education.

5.7.2.3 Leadership Training

Within the City College of Cagayan de Oro, faculty members are frequently assigned to administrative roles, including positions such as departmental chairs, college deans, or directors of college offices. To endow them with essential leadership competencies and knowledge, and to foster the ongoing enhancement of administrative services catering to the needs of both students and faculty, the school shall institute structured leadership training programs designed specifically for its appointed faculty members

5.8 Performance Evaluation System

5.8.1 Policies

1. The performance rating of a faculty member shall be used as a basis for promotion or giving of incentives and rewards.
2. The performance evaluation system may provide for at least five adjectival ratings:
 - a. Outstanding
 - b. Very satisfactory
 - c. Satisfactory
 - d. Unsatisfactory
 - e. Poor
3. No faculty member shall be considered for promotion without a record of at least two (2) successive performance ratings of at least Very Satisfactory immediately preceding the assessment of candidates for advancement to higher positions or ranks.



4. The City College shall develop its own PES/PMS in accordance with CSC policies to be approved by the CSC Regional Office concerned. 5. A Performance Evaluation Review Committee (PERC) shall be created in the City College with composition and responsibilities as follows:

5.8.2 Compositions: Performance Evaluation Review Committee (PERC)

Chair:

College President (or his authorized representative)

Members:

1. VP for Academic Affairs and Formation (or highest ranking official in-charge of personnel management);
2. Director for Human Resource (or its equivalent); and,
3. Deans and TST Director (VSA-I)
4. Two (2) representatives nominated by the duly accredited faculty association or union in the City College, or if there is no accredited faculty association, representatives chosen through general elections.

The term of office of the representatives shall be determined by the PERC.

5.8.3 Responsibilities of PERC

- a. Review of Employee's Performance Targets
 - b. Review of Performance
 - c. Determination of Final Rating
 - d. Monitoring and Evaluation of City College PES/PMS
 - e. Setting of Internal Rules and Procedures
6. Other features and details of the performance evaluation system shall be reflected in the system that the City College will adopt as approved by the Civil Service Commission.



5.84 Program on Awards and Incentives for Service Excellence (PRAISE)

City College will implement a suggestions and incentive award system to promote creativity, innovation, efficiency, integrity, and productivity within the public service. This system will recognize and reward both individual officials and faculty members, as well as groups, for their valuable suggestions, inventions, outstanding achievements, and other efforts that enhance government efficiency, economy, or overall improvement, as well as for extraordinary acts or services in the public sector.

Guidelines:

1. The System shall adhere to the principle of providing incentives and awards based on performance, innovative ideas and exemplary behavior.
2. The System shall give emphasis on the timeliness of giving award or recognition. Aside from conferment of awards during the traditional or planned awarding ceremonies, the spirit of on-the-spot grant of recognition shall be institutionalized.
3. The System shall provide both monetary and non-monetary awards and incentives to recognize, acknowledge and reward productive, creative, innovative and ethical behavior of faculty members through formal and informal modes.
4. For this purpose, the System shall encourage the grant of non-monetary awards. Monetary awards shall be granted only when the suggestions, inventions, superior accomplishments and other personal efforts result in monetary savings, which shall not exceed twenty (20) percent of the savings generated.
5. At least five (5) percent of the HRD Funds shall be allocated for the System and incorporated in the City College's Annual Work and Financial Plan and Budget.
6. The System shall be institutionalized through the creation of a PRAISE Committee in the City College.
7. The PRAISE Committee shall preferably have the following composition:
 - a. President/Vice-President of the City College or authorized representative who will act as chairperson;
 - b. Head of the financial unit or equivalent;
 - c. Head of the planning unit or equivalent;



- d. Highest ranking employee in charge of human resource management or the career service employee directly responsible for personnel management; and
- e. Two (2) representatives from the faculty who shall serve for two (2) years and elected at large or designated by the registered faculty union in the absence of an accredited faculty union.

8. The City College President shall be responsible for overseeing the System's operation and the Human Resource Management Unit shall serve as the System's Secretariat.

9. The PRAISE Committee shall ensure that productivity, innovative ideas, suggestions and exemplary behavior can be identified, considered, managed and implemented on a continuing basis to cover all faculty ranks.

10. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the City College. The City College may, however, employ an external or independent body to assist the PRAISE Committee to judiciously and objectively implement the system of incentives and awards.

11. The PRAISE Committee shall establish its own internal procedures and strategies. Membership in the Committee shall be considered part of the member's regular duties and functions.

12. The City College shall encourage improved productivity and efficiency among faculty members through appropriate recognition based on performance, innovations, ideas and exemplary behavior.

13. All permanent members of the faculty with regular Plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the City College.

14. Recipients of honor awards shall be given preference in promotion and in training grants and scholarships.

15. The HRMO shall enter into the personnel file any award of honor received by any member of the faculty.





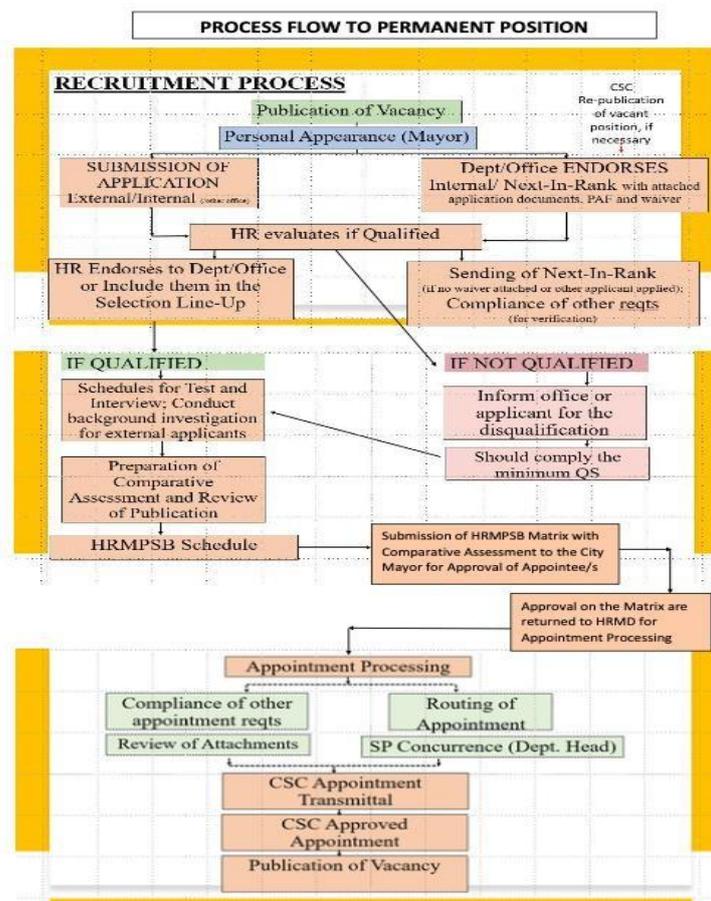
16. The City College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating the types of incentive that may be given.

17. Establishment of a CSC-approved PRAISE shall be the basis for the grant of the Productivity Incentive Bonus (PIB), other awards and incentives. The Annual Praise Report shall be submitted by the City College to the CSC Regional Office concerned on or before the thirtieth of January to enable its faculty members to qualify for nomination to the CSC-sponsored national awards.



PART 6. HIRING FOR NON-TEACHING EMPLOYEE and STAFF

6.1 Process Flow for Permanent Position



6.2 Recruitment, Selection, and Hiring Process:

The City College of Cagayan de Oro has a policy that is committed to the continuous professional growth and development of its non-teaching personnel. This policy outlines a framework for identifying training needs, planning and delivering relevant programs, and evaluating their effectiveness.

The policy is designed to provide resources for non-teaching instructional staff, including employee recognition programs, policies and procedures, reasonable accommodations, and HEO screening.





The policy is also intended to encourage employees across the institution to participate in professional development offerings to enhance their knowledge, skills, and abilities

6.2.1 Recruitment and Selection

- The City College President, with the approval of the Governing Board, shall hire and appoint employees.
- The Equal Employment Opportunity (EEO) Policy shall be observed in hiring to ensure that all candidates are considered fairly and without discrimination based on race, color, religion, sex, national origin, or disability.
- Transparency is crucial in the hiring process to ensure fairness and uphold the school's reputation and legal compliance in its talent acquisition.
- The head of office shall determine the job vacancy to be filled and send the request stating the need and the minimum qualifications to the Vice-President for Administration for approval.
- New positions may only be created through the approval of the Governing Board.
- The approved request for hiring, together with the specific duties and responsibilities, will be sent to the CDO LGU HRMO.
- The CDO LGU HRMO shall be responsible for posting the job vacancy/ies.
- If there are persons identified as possible recruits, the CDO LGU HRMO shall determine their fitness to fill the vacancies based on the CSC's ORAOHRA. The names shall be forwarded to the City College President. Upon approval, job offers shall be issued to the possible recruits.
- No job offer shall be issued if there is no approval from the Governing Board.

6.2.2 Basic Requirements:

- The CDO LGU HRMO shall accept the following requirements from the applicant
- Personal Data Sheet (PDS)
- 2X2 ID Picture (2 copies)
- Official Transcript of Records (original and photocopy)
- Diploma (certified true copy)
- Civil Service Eligibility (Prof, Sub Prof), if any
- Certificate of Employment, if any (previous employment)
- Police clearance
- Letter of Intent
- Other pertinent documents needed for hiring
- The CDO LGU HRMO shall verify the authenticity of documents submitted.



6.2.3 Process Flow:

The CDO LGU HRMO and the City College Hiring and Selection Board will jointly conduct interviews to assess applicants' qualifications for the vacant position. This evaluation will include a specific test tailored to the applicant's position, as deemed necessary.

- **Initial Interview.**
The CDO LGU HRMO and the City College Hiring and Selection Board shall conduct the interview to determine whether the applicant possesses what is required for the vacant position. They shall evaluate the applicant.
- **Computer Proficiency Test.**
After the initial interview, the applicant shall proceed to test the computer skills of the applicant.
- **Psychological Test.**
For academic positions, the exam shall consist of intelligence test, personality test, teaching aptitude test, and verbal test. For non-academic positions, the exam shall consist of intelligence test, office skills test, personality test, and verbal test.
- **Evaluation of Results and Selection of Applicants.**
The CDO LGU HRMO and City College Hiring and Selection Board shall evaluate the results of the examinations. They shall then rank all applicants from highest to lowest based on the total scores.
The screening result, with the top 3 applicants, shall be given to the concerned head of office to affix his/her signature and date then it shall be forwarded to the VPA, for review and recommendation to the City College President to the Governing Board. Once the GB approves, the result shall be returned to the CDO LGU HRMO for processing.
- **Notice of Approval, Medical Examination, and Execution of Employment Contract.**
The successful applicant shall be informed to have a medical examination to be conducted by the City College Physician or any affiliated medical laboratories outside City College. The CDO LGU HRMO shall issue the employment contract. The successful applicant shall be allowed to carefully read the terms and conditions of the contract prior to signing the same. Upon execution of the contract, the successful applicant shall be considered a worker or an employee of the City College in accordance with its terms and conditions.



- Orientation and Briefing.

On the first day of work, the new employee shall report to the City College VPA, who will endorse him/her to the head of office for orientation.

A copy of the job description will be provided. The new employee will be assisted for his/her identification number and for ID processing.

- Exceptional Cases.

Other possible recruits may be identified and recommended by the City College officials.

It shall be communicated to the VPA.

6.2.4 Onboarding and Orientation:

The City College of Cagayan de Oro has a policy for employee orientation and job onboarding, which is a process that acquaints the new employee with the City College profile, mission-vision, institutional philosophy, core values, and to apprise employees of the salaries, benefits, and rights, and their corresponding obligations as members of the City College. The policy also includes guidelines for employment status.

Permanent/Regular Employee: An employee becomes permanent/regular either by appointment or by operation of law once its requirements are fulfilled. A permanent/regular employee enjoys security of tenure and his/her employment may only be terminated by just and authorized causes allowed by law. An employee may only become permanent upon fulfillment of the following: satisfactory performance during the probationary period, attainment of a relevant graduate degree for the College or passing a required licensure examination, completion of the probationary period, and exhibition of the professionalism, integrity, excellence, and commitment necessary to become a City College employee.

Probationary Employee: A probationary employee is one who is given a definite period of time to show that s/he is qualified to become a permanent/regular employee of the City College. The employment of a probationary employee may be terminated upon the lapse of the period provided in the contract. The probationary period shall not exceed six (6) months from the date the services of the employee are engaged unless extended in order to provide the employee the opportunity to fulfill standards not met during the first probationary period.



6.2.5 Termination of Employment

This policy ensures that the City College of Cagayan de Oro complies with legal and institutional requirements when employment is terminated. All terminations shall be in accordance with the guidelines provided by the CDO LGU HRMO.

- A. Termination by Expiration of Contract.
- B. Termination by Resignation
- C. Termination by Retirement
- D. Termination by Dismissal for Just and/or Authorized Causes

6.2.6 Retirement.

Unless appropriate authorities extend the service, retirement shall be compulsory at sixty-five (65) years of age.

Extension of service may be requested by the President or the appropriate authority to complete the fifteen-year service requirement.

A faculty member may be allowed to continue in the service in accordance with civil service rules and regulations.

Services of the City College President, whose performance has been unanimously rated as Outstanding and unanimously recommended by the Search Committee concerned, may be extended by the Governing Board beyond the compulsory age of retirement but not later than the age of seventy (70).



PART 7. SCHOOL POLICIES AND PROVISIONS

7.1 Code of Ethics

CODE OF ETHICS

This Code of Ethics has been formulated to guide the faculty in performing his/her noble profession, to help him/her maintain sound and harmonious professional relationship with the Administration, his/her peers, students, alumni, other non-academic members of the institution, parents and the community, and, eventually, to enhance the nobility of his/her vocation.

Section 1. Faculty's Professional Attitude

- 1.1. The faculty should uphold the nobility of the teaching profession as manifested in one's inner disposition and physical appearance.
- 1.2. The faculty must grow in his/her chosen profession, exert effort to broaden cultural outlook, and deepen professional interest by:
 - 1.2.1. having a regular program of worthwhile readings and research;
 - 1.2.2. participating actively in cultural and educational tours, professional gatherings, advanced studies and other faculty development programs;
 - 1.2.3. showing leadership and involvement in relevant professional organizations;
 - 1.2.4. contributing articles and research studies in school and other professional publications;
 - 1.2.5. developing an open mind to constructive criticism; and
 - 1.2.6. internalizing the moral values of teaching.
- 1.3. To protect the honor and integrity of colleagues in the profession, the faculty should avoid:
 - 1.3.1. revealing vital or confidential documents, information, and/or plans of the College which the administration has not yet made in public;
 - 1.3.2. gossiping and rumormongering of unfounded information which may hurt the sensibilities of co-workers and affect the integrity of the school;
 - 1.3.3. engaging in unnecessary discussions with other professionals concerning conflicting personal views or issues held by colleagues in the profession; and
 - 1.3.4. sowing intrigues and professional jealousy in the academic community.
 - 1.3.5. before relinquishing his/her position, the faculty is enjoined to keep all pertinent records in order, for the benefit of his/her



successor in particular and of the college in general; to make available all the important documents needed in the proper performance of his/her work; and to accomplish the necessary clearance/s pursuant to the procedures and the prescribed time for this purpose.

Section 2. Faculty - Administrator Relationship

- 2.1. Every faculty is enjoined to follow the directives issued by his/her administrator(s) or immediate superior. However, in case the faculty sees (i.e., with substantial evidence) that some of these administrative directives are contrary to established policies of the school, he/she should settle the case with the administrator(s) or immediate superior concerned. If the case remains unresolved, the faculty may proceed to elevate the case pursuant to the provisions of the "Grievance Machinery," of this manual.
- 2.2. In the discharge of school affairs, the faculty should transact business through the proper channels, based on the guidelines of the school.
- 2.3. The faculty must use the appropriate communication channels as stipulated in this manual.
- 2.4. As the need arises, the faculty must properly consult his/her Chairperson/Dean to resolve any concern and establish good relations

Section 3. Faculty – Faculty Relationship

- 3.1. The faculty's relations must be characterized by mutual trust, respect, cooperation, and professional ethics.
- 3.2. Professional ethics obliges a person not to divulge confidential information regarding one's colleagues.
- 3.3. A faculty should welcome a new member and offer assistance to enable him/her to perform effectively.
- 3.4. The faculty should, at all times, avoid gossiping or rumor mongering among themselves against the Administration or other fellow teachers. Idle talks, whether well-founded or ill-founded, or unfounded, should be discouraged.
- 3.5. A faculty should acknowledge the competence of his/her colleagues as well as appreciate constructive criticisms and any other form of assistance extended by his/her fellow teachers.
- 3.6. The faculty are called upon to protect one another's personal integrity by avoiding occasions in which they discuss the personal shortcomings and problems of certain faculty, especially in the presence of students.



- 3.7. Teachers should edify one another by setting good examples and by living a life worthy of emulation.
- 3.8. In case of substitution, the regular faculty is expected to give clear instructions which should be followed by his/her substitute to ensure continuity of learning.
- 3.9. Before leaving the room, every teacher should see to it that the room is clean and orderly. Writing boards should likewise be kept clean.

Section 4. Faculty - Student Relationship

- 4.1. The faculty should recognize that the interest and welfare of the students are his/her primary concern. Thus, the faculty should consistently guide them in the pursuit of knowledge, skills and Christian values.
- 4.2. The faculty shall ensure that conditions contributing to the development of learners are adequate and shall extend needed assistance in dealing with the learner's problems and difficulties.
- 4.3. The faculty must respect the individual differences of students, offer varied learning opportunities to harness their creative potentials, and enhance their holistic development;
- 4.4. The faculty must not ask the students /READS scholars to do personal errands not related to academic matters (e.g., payment of bills, bank withdrawal, grocery shopping, managing children's activities, buying of food/personal gifts, and any other errands not related to office work).
- 4.5. The faculty must evaluate students' performances objectively, and may require related projects as long as these do not entail heavy financial burden on the part of the students. Furthermore, the teacher should not substitute learning experiences with meaningless projects or exorbitant fund-raising schemes.
- 4.6. The faculty should not accept gifts or tokens from the students, parents, or their representatives in exchange for academic and/or personal privileges.
- 4.7. The faculty shall, at all times, maintain his/her dignity in the presence of students. However, he/she may associate with them in situations other than academics, without losing his/her identity as a teacher.



- 4.8. The faculty must not divulge confidential information about a student unless such information is needed by the school (e.g., grades, personal problems).
- 4.9. The faculty should participate in case conferences where his/her knowledge about it is material to the resolution of the case.
- 4.10. The faculty should be guided by the Student Manual in addressing issues and concerns of students. A teacher should never abuse or take advantage of his/her students by:
- 4.10.1. collecting or borrowing money and/or valuable items or engaging in business with them inside or outside the school premises;
 - 4.10.2. delegating to them functions such as computing/encoding grades, taking over classes, correcting test papers, conducting laboratory tests and departmental examinations outside of the regular classroom without faculty supervision, and the like;
 - 4.10.3. establishing relationships with students that would be characterized as “familiar” and/or “intimate.”
 - 4.10.4. a faculty shall neither inflict corporal punishment on offending learners nor make deductions from their scholastic ratings as a punishment for acts which are clearly not manifestations of poor scholarship; and
 - 4.10.5. Classroom doors should not be locked for tardy students.

Section 5. Faculty - Parent Relationship

- 5.1. A faculty shall establish and maintain cordial relations with parents, and shall conduct himself/herself to merit their confidence and respect.
- 5.2. A faculty shall inform parents, through proper authorities, of the progress or deficiencies of learners under him/her, exercising utmost candor and tact in pointing out learners’ deficiencies and in seeking parent’s cooperation for the proper guidance and improvement of learners.
- 5.3. In a proper forum, a faculty must be just and fair in dealing with parents' complaints, and must listen to them with openness, empathy, and understanding.

Section 6. Faculty – Community Relationship

- 6.1. The faculty should live up to the expectations of the community by being a role model.
- 6.2. The faculty should keep in mind that the best





agents in creating good public relations with the community are the students. Therefore, he/she should instill to the students the need to be mindful at all times, careful of their conduct while riding in PUVs, eating in restaurants, shopping in malls, attending parties, participating in sports events, and appearing in other public places, especially when in uniform.

6.3. The faculty should support professional/educational associations and social advocacies in the community.

6.4. The faculty should maintain cordial relations with other professionals and the different sectors of society.

6.5. The faculty should keep the people informed of the college's programs, projects, and initiatives that benefit/affect their community.

6.6. The faculty's personal or financial involvement with other people should be handled discreetly and privately.

6.7. Every faculty shall merit reasonable social recognition for which purpose he shall behave with honor and dignity at all times, avoid illicit relations, and refrain from activities such as gambling, smoking, drinking (liquor) and other excesses.

6.8. The faculty should be actively involved in the environmental advocacy programs of the college including responsible use of the college's resources.

7.2 Academic Freedom and Development

To further enhance the atmosphere of academic freedom at the City College of Cagayan de Oro, it's essential to foster an environment that encourages open discourse, critical thinking, and respectful dialogue among students, faculty, and staff. This can be achieved by implementing policies that protect the freedom of expression and academic inquiry, while also emphasizing the values of integrity and ethical conduct in research and scholarship.

7.2.1 Academic Freedom

1. Section 5 (2), Article XIV of the Philippine Constitution guarantees academic freedom to all institutions of higher learning. The institutional academic freedom includes the right of the school to decide for itself, its aims and objectives, policies and





standards, and how best to attain them free from outside coercion or interference except when the overriding public interest calls for some restraint.

2. Academic freedom encompasses the independence of an academic institution to determine for itself (1) who may teach, (2) what may be taught, (3) how it shall teach, and (4) who may be admitted to study.

3. The institution can hire and terminate an employee, formulate policies and standards, regulate syllabi and curricula, and specify teaching methodologies, pedagogy, and grading system. Moreover, it can admit and expel students based on the standard set.

4. Academic freedom is given to higher education institutions. Individual members of the institution draw their academic freedom from that of the institution. Hence, the individual members exercise academic freedom in accordance with the college's vision-mission, goals, core values, policies, and regulations.

5. Academic freedom accords a faculty the right to pursue further studies in his/her particular field of specialization. It is also the right of every faculty to investigate, discuss with the students or with other members of the academic community, interpret his/her findings, communicate his/her conclusions of his/her scientific investigation or research, and express and present his/her findings and conclusions whether in publication or in the teaching-learning process, in conformity with the:

- 5.1. College principles of human rights,
- 5.2. norms/code of professional ethics,
- 5.3. national security restrictions,
- 5.4. principles of Christian living, and
- 5.5. City College of Cagayan de Oro vision-mission, core values, goals and objectives.

7.2.2 Academic Development

Academic development is both a fundamental right and a valuable privilege that every faculty member possesses, allowing them to engage in continuous learning and enhancement within their respective fields of expertise. Consequently, faculty members have the entitlement to:

1. pursue further studies related to his/her field of specialization;
2. initiate, organize, facilitate/handle, and attend seminars, in-service training programs or other activities related to his/her



field of specialization, subject to the rules and regulations of the City College;

3. apply for, avail of, or accept scholarships, fellowship grants and faculty exchange programs in local or foreign training institutions, unless valid reasons preclude the acceptance thereof;
4. conduct, present, publish, utilize, and commercialize research that enhances his/her professional growth, students' capabilities, and contribution to the college and the society in general, subject to the rules and regulations of the school;
5. be actively involved in immersion, extension, innovation, and creative works (e.g. copyrights, patents, utility models, and designs) related to his/her field of specialization, subject to the rules and regulations of the City College; and
6. represent the City College through participation and affiliation in related professional organizations.

7.3 Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases

The City College of Cagayan de Oro hereby establishes the following rules and regulations to ensure the efficient implementation of Republic Act No. 7877, commonly referred to as the Anti-Sexual Harassment Act of 1995.

Section 1. Objective

These rules and regulations aim to provide a comprehensive policy for all administrators, faculty, staff and employees on the identification, prevention and elimination of sexual harassment cases and to establish regulations to enforce the policy.

Section 2. Applicability

The rules and regulations embodied in this article apply to all students, administrators, faculty, staff and employees either permanent, probationary, contractual as well as to others who participate in the City College's programs and activities.

Section 3. Definition of Terms

As used in this article, the following terms are defined:



- 3.1. **“Student”** means a person duly enrolled in a particular degree or non-degree program in the University in any academic department/School of a College.
- 3.2. **“Administrator”** means a person either lay or religious, who is holding an administrative position in the College such as in the capacity of a Dean, Director, Department Head, Head of Office, Principal and in some cases, appointed officers in charge, consultants of certain offices.
- 3.3. **“Faculty”** is a person engaged as either academic teaching or academic non-teaching personnel. For the academic teaching faculty, he/she must be either full-time, part-time, probationary, permanent, or guest lecturer.
- 3.4. **“Staff”** is a person engaged as a non-teaching personnel in a College either as permanent, casual or probationary

Section 4. Sexual Harassment Defined

4.1. Sexual Harassment. A form of sexual discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical comment of a sexual nature when:

4.1.1. It is explicitly or implicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a College activity;

4.1.2. The conduct has the purpose or effect of unreasonably interfering with an individual’s academic or work performance or creating an intimidating, hostile, or offensive working environment;

4.1.3. Any person in a supervisory position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of an employee is engaging in sexual harassment;

4.1.4. Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms – subtle and indirect, or blatant and overt. It can take in any but not limited to the following forms:

4.1.5. It may be a conduct towards an individual of the opposite sex or the same sex;

4.1.6. It may occur between peers or between individuals in a hierarchical relationship;

4.1.7. It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.

4.2. Reprisal. In general, taking or threatening to take unfavorable personnel action or withholding or threatening to withhold a favorable personnel action, or any other act of retaliation, against an employee for participating in an investigation or appeal process.





4.3. Work Environment. The workplace or any other place that is work-connected, as well as work conditions or atmosphere under which people are required to work. Examples of work environment include but not limited to, an office, an entire building, a campus, vehicles, anywhere when engaged in official business as well as institutionally sponsored social, recreational, and sporting events, regardless of location.

Section 5. Forms of Sexual Harassment

For a person's behavior to be considered as a violation to the Sexual Harassment Act, it must meet the following three criteria:

5.1. It must be unwelcomed; Unwelcomed behavior is a behavior that a person does not ask for and which a person considers undesirable or offensive. Not everyone has the same perception of "undesirable or offensive". Since the person being subjected to the behavior, the recipient, is the one being affected, it is the recipient's perception that counts. Behavior which the recipient reasonably finds unwelcomed should be stopped.

5.2. Sexual in nature, and Behavior which is sexual in nature is fairly easy to determine. Telling sexually explicit jokes, displaying sexually suggestive pictures, and talking about sex are obviously "sexual in nature". Some people would consider other behaviors, such as touching, to be sexual in some cases but not in others.

Using common sense will normally be enough to determine whether or not a certain behavior is sexual in nature.

5.3. Occurs in and gives impact on the work environment for sexual harassment to occur, it must be an unwelcomed sexual behavior that occurs in and gives impact on the work environment.

5.3.1. When recipients are offered or denied something that is work connected in return for submitting to or rejecting unwelcomed sexual behavior, they have been subjected to a type of sexual harassment known as "quid pro quo" or "this for that". Examples include getting or losing a job, a promotion or demotion, a good or bad performance evaluation, etc. If any work-related decisions are made based on the submission to or rejection of unwelcomed sexual behavior, sexual harassment has occurred.



Normally, this is from senior to a junior, because the senior person has something to offer.

5.3.2. When the unwelcomed sexual behavior of one or more persons in a workplace interferes with another person’s work performance, sexual harassment has occurred.

If the behavior produces a work atmosphere which is offensive, intimidating, or abusive to another person, whether or not work performance is affected, a type of sexual harassment called “hostile environment” has occurred. The following are some examples but not limited to the behavior that could create a hostile environment:

- 5.3.2.1. using sexually explicit or sexually offensive language;
- 5.3.2.2. displaying sexually-oriented posters or calendars;
- 5.3.2.3. touching someone in a suggestive manner;
- 5.3.2.4. giving someone unwelcomed letters, cards or gifts of personal nature, particularly when these items have sexual overtones, and
- 5.3.2.5. unwanted or uninvited pressures for dates.

Section 6. Committee on Decorum and Investigation

Pursuant to Section 4(b) of the Anti-Sexual Harassment Act of 1995, a Committee on Decorum and Investigation is created and permanently constituted, hereinafter called the Committee.

6.1. Principal Function

6.1.1. Compositions

This committee shall be composed of the following:

Possible Cases

Aggrieved Party	Accused Party	Committee	
Teacher/O P/ Student	Administrator	Chairman Co-Chair Members	: VP Administration/Academics & Research : HRMO : Dean/Chair/Office Head/ President, Student Affairs and Services Director (If party involved is student)
Teacher	Teacher	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean of Aggrieved Party Dean of Accused Party FAI President



Teacher	Office Professional (OP)	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean, Head of Accused Party FAI
OP	Teacher	Chairman Co-Chair Members	: VP-Administration : HRMO : Head of Aggrieved Party, Dean of Accused Party and FAI Presidents
Student	Teacher	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean of Accused Party, FAI and SSC Presidents, Student Affairs and Services Director
Student	OP	Chairman Co-Chair Members	: VP-Administration : HRMO : Head of Accused Party and SSC Presidents, Student Affairs and Services Director

Administrator	Administrator	Chairman Co-Chair Members	: VP-Administration VP Academics & Research : HRMO : Dean/Director/Office, Head from Other Departments and FAI Presidents
Student	Student	Chairman Co-Chair Members	: IFM Director, Student Affairs and Services : Dean of the Aggrieved Party : Dean of Accused Party, SSC President
Administrator	Teacher/ OP/ Student	Chairman Co-Chair Members	: VP Administration/Academics & Research : HRMO : Dean/Office Head/ FAI, SSC President, Student Affairs and Services Director





Section 7. Guidelines

In cases involving sexual harassment, the following guidelines are established:

7.1. Complaint

7.1.1. A formal charge or complaint in writing shall be filed

with the chair of the Committee by the aggrieved party or by any person having direct knowledge of the commission of the act accused of, or by the College. In the event the College is the complainant the aggrieved party (the victim) shall be the principal witness. The complaint shall be in writing and it shall contain the following information:

7.1.1.1. the name of the person or persons against whom the complaint is filed;
and

7.1.1.2. a narration of the pertinent facts and circumstances of the case. The complaint shall be signed by the complainant.

7.1.1.3. The respondent shall be notified by the Committee in writing of the complaint filed against him or her with a copy of the complaint attached at least five (5) days prior to the scheduled hearing.

7.2. Answer

7.2.1. Respondents shall be required to answer the complaint in writing, within three (3) days from receipt of the complaint.

7.2.2. Failure of the respondent to file an answer within the prescribed period shall be deemed an admission of the principal act complained of.

7.3. Notice of Hearing

Upon receipt of the answer or should the respondent fail to file an answer, the case shall be scheduled for hearing and the corresponding notice of hearing shall be issued to the parties by the Committee. If the victim of sexual harassment is a student, the parents or guardian shall also be sent a copy of the notice. The issuance of a notice of hearing shall be mandatory.



7.4. Hearing

On the day of the hearing, the procedures shall be as follows:

7.4.1. In sexual harassment cases, the appearance of counsel shall be allowed.

However, it shall be the responsibility of the parties to see to it that their lawyers have the time to attend to the case, shall adhere strictly to the rules, and shall not cause unnecessary delay of the proceedings.

In any event, the Chair of the Committee shall exercise complete control of the proceedings at all stages. He or she shall use every and all reasonable means to ascertain the facts in each case speedily or objectively and without regard to the technicalities of the law or procedure, all in the interest of fair play.

7.4.2. Should the complainant fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed.

On the other hand, should the respondent fail to appear for the initial hearing after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed ex-parte without prejudice to the respondent's appearance in subsequent hearings.

7.4.3. The hearing shall be completely under the control of the Chair of the Committee. He or she shall conduct the examination of the complainant and his or her witnesses as well as those of the respondent and his or her witnesses. Other members of the Committee may only ask clarificatory questions.

7.4.4. The respondent may be represented by counsel but only for the purpose of seeing to it that due process is observed. He or she cannot, however, ask questions. If parents of the parties are present during the hearing, they shall be there only as observers.

7.4.5. A secretary shall be appointed who shall record the entire proceedings and which shall be filed in the records of the case. The proceedings may likewise be tape recorded by the Board, and shall likewise be filed immediately with the Chair, who shall take custody of all the records of the proceedings.

7.5. Decision

7.5.1. The duty of the Committee shall be to find and establish facts which shall be the basis for the Committee to render a recommendation in writing to the Office of the President and the School Board.



7.5.2. A majority vote of the Committee shall be sufficient to pass a recommendation in a case. It shall be the duty of all members of the Committee to cast their votes. No abstentions shall be allowed.

7.5.3. The Committee shall render a recommendation within five days from the date of the last hearing, which recommendation shall be in writing. The School Board shall make the final decision of the case and likewise impose the necessary sanctions whenever appropriate. Copies of the decision shall immediately be furnished to all parties, to the Committee and to the College President. A copy of the decision together with a copy of the complaint shall be filed and form part of the record of the respondent with the College.

7.6. Sanctions

Sanctions shall be determined according to the gravity of the offense.

7.6.1. The penalties imposable in cases of proven sexual harassment are:

7.6.1.1. Suspension without pay, with prejudice to subsequent promotion, reclassification and permanency; and

7.6.1.2. Dismissal from the City College.

7.7. Resort of the Courts

7.7.1. All the complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee shall be bound to respect the proceeding therein and wait for the final termination thereof, before resorting to the courts.

7.7.2. In recognition of the primary jurisdiction of the City College over them, the complainants, respondents, and witnesses shall be bound to respect and abide by the procedures and policies of the Committee herein as well as any other rules heretofore promulgated and duly published, and shall, thus, refrain from hampering, interrupting or frustrating, willfully or otherwise, said proceeding or any incidents thereof, by obtaining appropriate writ or process from the courts.



7.8. Malicious Prosecution

- 7.8.1. While the City College is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the City College to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment which may, however, be in fact, baseless and even non-existent.
- 7.8.2. While recognizing that sexual harassment involve the use of power and ascendancy by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another involving alleged sexual harassment, is also an instrument to wield power over the other.
- 7.8.3. To deter malicious, vindictive, or baseless accusation and prosecution by one against another involving alleged acts of sexual harassment.
- 7.8.4. City College may require that some pleadings filed with the Committee be under oath and duly notarized.
- 7.8.5. The City College shall endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Committee.
- 7.8.6. The Committee shall, as far as practicable, observe the demeanor of the complainant, respondent and witnesses as an indicia or their own credibility as well as the credibility of their claims and testimonies.
- 7.8.7. The Committee shall accordingly publish these policies and guidelines for the information and guidance of the entire academic community.
- 7.8.8. The complainant shall be assured of freedom from coercion, discrimination, and reprisal, as well as of speedy and impartial settlement of his/her complaint.
- 7.8.9. The committee appoints a secretary who will be tasked to record, in simple and succinct terms, the proceedings of the case. Legal technicalities, such as those that pertain to the rules of evidence used in courts, may at times, be allowed.



Section 8. Confidentiality

Matters, evidences and proceedings relative to all cases involving sexual harassment shall be held with professionalism and greatest confidentiality possible.

The Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, coaches, trainees, or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual

Harassment Act of 1995 in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

7.4 Gender Based and Sexual Harassment

The City College of Cagayan de Oro promulgates the following rules and regulations to effectively carry out the provisions of Republic Act No. 11313, otherwise known as “Safe Spaces Act” and CHED Memorandum Order No. 03 s. of 2022 or the “Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions”.

Section 1. Objective

These rules and regulations aim to provide a comprehensive policy for all students, administrators, and employees on the identification, prevention and elimination of gender-based sexual harassment cases and to establish regulations to enforce the policy. The Safe Spaces Act mandates the HEIs to fulfill their duty of shaping the future of the country to become free of gender-based violence in the form of sexual harassment.

The guidelines will protect the rights and welfare of all stakeholders of Higher Education in the country against gender-based sexual harassment. As a response to the call of various sectors in the country to end gender-based violence and to fulfill its mandate and the direction of the Safe Spaces Act and the Anti-Sexual Harassment Act of 1995, the Institution adopts these Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions issued by CHED to deal with gender based sexual harassment and put an end to the cycle of violence against the dignity of persons.



Section 2. Applicability

The rules and regulations embodied in this article apply to all students, administrators, and employees either permanent, probationary or contractual as well as others who participate in the City College's programs and activities.

Section 3. Definition of Terms

As used in this Article, the following terms are defined as follows:

3.1. Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;

3.2. Employee refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work, regardless of the term or duration of agreement: Provided, that for the purposes of this law, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee;

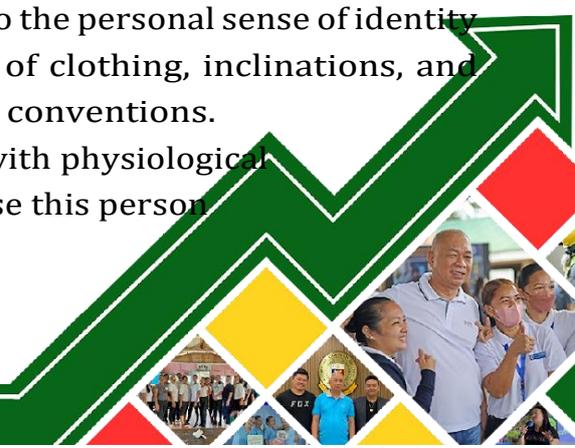
3.3. Employer refers to a person who exercises control over an employee: Provided, that for the purpose of this Act, the status or conditions of the latter's employment or engagement shall be disregarded;

3.4. Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;

3.5. Gender-based online sexual harassment (GBSH) refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft;

3.6. Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions.

A person may have a male or female identity with physiological characteristics of the opposite sex in which case this person is considered transgender;



3.7. Public spaces refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas;

3.8. Rape, as defined by the Anti-Rape Law of 1997, is an act of sexual assault committed by the insertion of one's sex organ or any foreign instrument or object into another person's orifice, without the victim's consent or capability to give consent. This offense includes the rape of both males and females;

3.9. Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress;

3.10. Student means a person duly enrolled in a particular degree or non-degree program in the institution in any academic department/School of the City College;

3.11. Trainees refers to those enrolled full-time or part-time in regular courses, or short-term or special training offered by the educational or training institutions. For purposes of the Guidelines, applicants shall be deemed as students/trainees as well.

Section 4. How Gender-Based Sexual Harassment is Committed

Gender-based sexual harassment in HEIs, other education and training institutions and partner host establishments and/or organizations may be committed as follows:

4.1. In a higher education institution, other education and training institutions and partner host establishment and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:





- 4.1.1. As basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits and any other personnel action) affecting the complainant;
 - 4.1.2. As requirement for a grade rating, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or any consideration to the complainant;
 - 4.1.3. As interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment; or
 - 4.1.4. As an instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to the complainant.
- 4.2. In higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed. The different forms of Street-level and Public-Space GBSH include but are not limited to:
- 4.2.1. Catcalling and/or wolf-whistling;
 - 4.2.2. Unwanted invitations;
 - 4.2.3. Misogynistic, transphobic, homophobic, and sexual slurs;
 - 4.2.4. Persistent uninvited comments or gestures on a person's appearance;
 - 4.2.5. Statements, comments and sexual suggestions with sexual innuendos;
 - 4.2.6. Persistent telling of sexual jokes; use of sexual names;
 - 4.2.7. Public masturbation or flashing of private parts;
 - 4.2.8. Groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public space; or Stalking
- 4.3. In the digital world, online gender-based sexual harassment includes:
- 4.3.1. Acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats;
 - 4.3.2. Unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and/or comments online, whether publicly or through direct and private messages;
 - 4.3.3. Invasion of victim's privacy through cyberstalking and/or incessant messaging;
 - 4.3.4. Uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content;
 - 4.3.5. Any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;



- 4.3.6. Impersonating identities of victims online or posting lies about victims to harm their reputation; or
- 4.3.7. Filing false abuse reports to online platforms to silence victims.

Section 5. Places Where GBSH is Committed

Gender-based sexual harassment may be committed in the following:

- 5.1. Within the territory of the HEIs where they have direct administration or jurisdiction;
- 5.2. Within or outside the host training institutions, local or foreign, during or beyond the conduct of school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction or custody;
- 5.3. In public spaces and/or online platforms which are used by stakeholders of the education and training institutions for their school-related activities; and/or
- 5.4. Within any of the above areas where the gender-based sexual harassment is committed by a faculty, employee or student even if the activity is not school related and/or sanctioned by the institution.

Section 6. Persons Liable for GBSH

Gender-based sexual harassment may be committed in the following:

- 6.1. Persons of the same or opposite sex who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g., faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);
- 6.2. Persons in a peer relationship with the offended party (e.g., faculty to faculty, students to students, administrator to administrator, coach/trainer to coach/trainer);
- 6.3. Students/student interns, faculty, administrators or employees committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of its institution;
- 6.4. Third-party service providers engaged by the institution such as sanitation, security and maintenance personnel;
- 6.5. Personnel of other partner institutions which have contracted to undertake school-related activities;
- 6.6. Visitors or third-parties who are within the premises, or around the vicinity of the institution.



Section 7. Support to a Victim of GBSH

The City College shall adopt mechanisms to protect the welfare of a complainant of sexual harassment or other related sexual offense, as may be appropriate, which may include the following:

- 7.1. Psychosocial counseling;
- 7.2. Referral to an agency offering professional help;
- 7.3. Support from the Institution's GAD Focal Point System;
- 7.4. Coordination with women's organizations and advocacy groups;
- 7.5. Transfer to another class, office or partner institution, if needed; and
- 7.6. Available legal support such as assistance in the filing of criminal cases in appropriate courts of justice.

Section 8. Duty to Report and Document

Any or all persons who have knowledge of acts of education-or training-related sexual harassment or other related sexual offenses committed within the purview of these Guidelines shall report the same to the Head of Institution and to the CHED Regional Offices with jurisdiction over the HEI pursuant to Section 11 of CHED Memorandum Order (CMO) No. 1, s 2015 and other relevant CHED issuances as may hereinafter be promulgated.

Section 9. Duties and Responsibilities of the Head of the HEIs

The CMO No. 1, s. 2015, as well as the Higher Education GAD [Gender and Development] Accord of 2011 mandate the Heads of HEIs to prevent gender-based violence and address reports of these resolutely.

First and foremost, the Head of the Institution shall ensure that the Guidance and Counseling Office shall have appropriate facilities and registered guidance counselors to provide adequate intervention services in cases of sexual harassment and related behavioral problems.

In addition, the Head of the Institution shall:

- 9.1. Disseminate or post a copy of the relevant laws and policies on sexual harassment e.g., the Anti-Sexual Harassment Act (RA 7877) and Safe Spaces Act (RA 11313), its code of conduct, as well as these Guidelines, in a conspicuous place in the institution. This shall be done through, among others:
 - 9.1.1. Sending copies of the said mandates through official notices or means of communications among heads of different department, bureaus, offices, units or such subdivision in an HEI for cascading to their members;





- 9.1.2. Posting a copy of the said mandates in the official website of the HEI; and
- 9.1.3. Conducting orientation on the said mandates, and providing copies of these in print or electronically, as well as preparing information materials such as primers, frequently asked questions, and the like. Copies of the mandates should always be posted in areas within the HEI, that are easily visible to students, especially in areas where they usually congregate. The said mandates and the Implementing Rules and Regulations may be translated into a language easily understandable to the students/trainees.
- 9.2. Provide measures that prevent GBSH in HEIs, including information campaigns, express inclusion in the student handbook, orientation of student organizations, and training of teaching and non-teaching staff, students, security offices, and other members of the school community. Heads of the HEIs shall ensure that all students will receive age-appropriate training on gender-based violence including sexual harassment and other GAD-related topics.
- 9.3. Create an independent internal mechanism or CODI to investigate and address complaints of GBSH and carry out such functions as stated in Section 24(c) of the Safe Space Act.
- 9.4. Cause the development and publication, in conclusion with all stakeholders, of the Code of Conduct or school policy that shall:
 - 9.4.1. Expressly reiterate the prohibition on GBSH;
 - 9.4.2. Prescribe the procedures of the internal mechanism created under the law; and
 - 9.4.3. Set administrative penalties.
- 9.5. Ensure that a program to capacitate the officials and staff of student services unit and the human resource department on the efficient and professional handling of sexual harassment cases or other related sexual offenses is institutionalized.
- 9.6. Endeavor to raise the consciousness of its stakeholders on gender-based and sexual harassment towards their full elimination through the integration of such efforts into the trilogical functions of higher education: (i) curriculum development and pedagogy; (ii) extension. HEIs shall ensure that their GAD programs, activities and projects integrate the concepts, policies and provisions of the other laws on gender-based violence including the Anti Rape Law of 1997 (Republic Act No. 8353), the Rape Victim Assistance Law of 1998 (Republic Act No. 8505), the Anti-Violence Against Women and Their Children Act of 2004 (Republic Act No. 9262) and other such legislation to contribute in raising awareness of and support to the Anti-Violence-Against Women efforts and similar initiatives of the PCW, CHED and other government organizations, non-government organizations, and Gender Resource Centers.



HEIs shall be conscious at all times that in their institutional undertakings, they are compliant with the provisions of all the laws governing Violence Against Women and Children, and endeavor to carry out advocacy campaigns to include the provision of support services to both alleged victims and alleged offenders.

SECTION 10. Liability of School Heads

In addition to liability for committing acts of GBSH, the Head of Institutions (principals, school heads, teachers, instructors, professors, coaches, or any other person who has authority, influence or moral ascendancy over another in an HEI) may also be held responsible for:

- 10.1. Non-implementation of their duties under Section 24(b) of the Anti-Sexual Harassment Act of 1995 and Section 22 of the Safe Spaces Act, as provided in the penal provision; or
- 10.2. Failure to act on reported acts of GBSH committed in the educational institution. Any person who, intentionally or through inaction, violates any of the above subsections may be found administratively liable for Gross Misconduct or Gross Negligence, notwithstanding any criminal liability under RA 11313.

SECTION 11. Committee on Decorum and Investigation (CODI)

11.1. Composition

This committee shall be composed of the following:

Possible Cases

Aggrieved Party	Accused Party	Committee	
Teacher/OP/ Student	Administrator	Chairman Co-Chair Members	: VP Administration/Academics & Research : HRMO : Dean/Office Head/FAI/SSC President Student Affairs and Services Director (If party involved is student)
Teacher	Teacher	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean of Aggrieved Party, Dean of Accused Party, FAI President
Teacher	Office Professional (OP)	Chairman Co-Chair Members	: VP-Academics & Research : HRMO : Dean, Head of Accused Party, FAI and Presidents



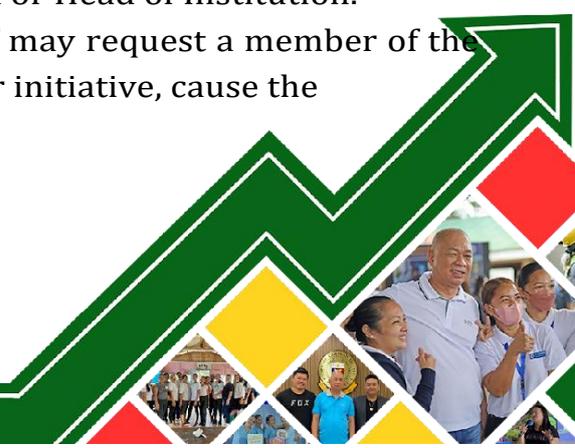
OP	Teacher	Chairman Co-Chair Members	:	VP-Administration HRMO Head of Aggrieved Party, Dean of Accused Party and FAI Presidents
Student	Teacher	Chairman Co-Chair Members	:	VP-Academics & Research HRMO Dean of Accused Party, FAI and SSC Presidents, Student Affairs and Services Director
Student	OP	Chairman Co-Chair Members	:	VP-Administration HRMO Head of Accused Party and SSC Presidents, Student Affairs and Services Director
Administrator	Administrator	Chairman Co-Chair Members	:	VP-Administration VP Academics & Research HRMO Dean/Director/Office Head from Other Departments and FAI Presidents
Student	Student	Chairman Co-Chair Members	:	IFM Director, Student affairs and Services Dean of the Aggrieved Party Dean of Accused Party SSC President
Administrator	Teacher/ OP/ Student	Chairman Co-Chair Members	:	VP Administration/Academics & Research HRMO Dean/Office Head/ FAI/ SSC President Student Affairs and Services Director

11.1.1. **Permanent Alternates.** Aside from the regular members of the CODI, the Head of Institution shall also designate their respective permanent alternates who shall act on behalf of the regular members in their absence, temporary incapacity or voluntary or involuntary inhibition. The permanent alternates shall have the authority to render decisions so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

11.1.2. **Impartiality.** Members of the CODI should have no prior record of involvement as a respondent or defendant in any case of whatever nature of sexual harassment, including those which are still pending.

11.1.3. When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the School Head or Head of Institution.

11.1.4. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the



inhibition based on conflict of interest, manifest impartiality, relation with the respondent within the fourth degree of consanguinity or affinity, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause delay in the proceedings.

11.2. Responsibilities and Functions of the CODI

The CODI shall perform the following functions:

- 11.2.1. Receive complaints for offenses covered by these Guidelines;
- 11.2.2. Investigate complaints for offenses covered by these Guidelines including preliminary investigation in accordance with the prescribed procedure;
- 11.2.3. Observe, at all times, due process in the conduct of investigation;
- 11.2.4. Within ten (10) days from the receipt of the written complaint, investigate and decide on the case, and submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- 11.2.5. Ensure the protection of a complainant from retaliation without causing him/her any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure;
- 11.2.6. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;
- 11.2.7. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed;
- 11.2.8. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses, and;
- 11.2.9. Conduct such other activities that would engender a safe environment for all genders, especially women, in school campuses and training-related programs in HEIs.

In case of non-performance or inadequate performance of functions, the members of the CODI shall be replaced by the Head of HEIs upon receipt of documentation that will substantiate such allegations.



Section 12. Procedural Requirements and Compliance with Due Process

12.1. Pre-Filing Stage

The City College shall adopt mechanisms to provide assistance to an alleged victim of acts punishable by these guidelines which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

12.2. Complaint

12.2.1. The complaint may be filed at any time with the Head of the HEI, the Office of the Immediate Head of the Complainant or the alleged perpetrator, the Student Development and Placement Center (SDPC), Student Affairs and Services Office, Safety and Security Department (SSD), the CODI or the CHED Regional Office having jurisdiction over HEI. Upon receipt of the complaint by any of the above offices, the same shall be transmitted to the CODI.

12.2.2. The complaint may be in any form, provided that the following information are indicated in the complaint:

12.2.2.1. FULL NAME and CONTACT DETAILS of the Complainant.

However, the filing of an anonymous complaint is not prohibited.

12.2.2.2. FULL NAME, CONTACT DETAILS and/or POSITION of the Respondent, if known to the Complainant.

12.2.2.3. STATEMENT OF RELEVANT FACTS

12.2.2.4. EVIDENCE TO SUPPORT THE ALLEGATION, provided that non- submission of evidence will not cause the dismissal of the complaint; and

12.2.2.5. The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for the CODI to continue its investigation and make a report of its findings and recommendation to the disciplining authority when the evidence warrants.

12.3. Action on the Complaint

After evaluating the complaint, the CODI shall:

12.3.1. For complaints against an employee, faculty or student, proceed with the investigation.

12.3.2. For complaints against personnel of third-party service providers or partner institutions or guests or visitors, recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action.



12.3.3. The CODI shall likewise recommend to the College President to provisionally disallow the personnel of third-party service provider or of partner institutions complained of, or guests or visitors from entering the premises of the institution or from transacting with the institution while investigation is pending before the service provider, partner institution or to the proper government authorities.

12.4. Investigation of Cases before the CODI

The CODI shall, at all times, observe due process and investigate and decide on said complaint within ten (10) working days or less upon receipt thereof, following the procedures, to wit:

12.4.1. Within 24 hours of receipt of the written complaint, the CODI shall commence the investigation by notifying the Respondent of the Complaint filed against him / her with a directive to submit his/her Counter-Affidavit/Comment under oath and submit evidence in his/her defense within 72 hours from receipt of the notice and furnish a copy thereof to the Complainant. Otherwise, the Counter Affidavit/Comment shall be considered as not filed.

12.4.2. Upon receipt of the Counter-Affidavit/Comment under oath and evidence submitted by the Respondent, the CODI shall conduct an ex parte examination of the documents submitted by the parties, including available records of the case.

Preventive Suspension

Upon petition of the Complainant or motu proprio upon the recommendation of the CODI, the disciplining authority may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and the period of deliberation of the recommendation of the CODI pursuant to Section 20 hereof, if there are reasons to believe that he / she is probably guilty of the charges which would warrant his/her removal from the institution. An order of preventive suspension may be issued to temporarily remove the respondent from the office and to preclude the possibility of his / her exerting undue influence or pressure on the witnesses against him/her or tampering of any evidence.



12.6. **When Case is Decided**

The disciplining authority shall decide the case within thirty (30) days from receipt of the CODI Investigation Report and Recommendation.

12.7. **Finality of Decisions**

The School Board shall make the final decision of the case and include the necessary sanction whenever appropriate.

12.8. **Parallel and Complementary Actions**

Nothing in these Guidelines shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law.

7.5 **Grievance Machinery**

The Grievance Machinery serves as a process for resolving employment-related disputes that may arise. It offers internal procedures and solutions aimed at achieving an agreeable resolution for any complaints or grievances brought forward by the parties involved. It is advisable to consistently adhere to the established principle of "exhaustion of administrative remedies" in all instances.

Section 1. Grievance Machinery

- 1.1. Grievances are complaints or disputes which a faculty member or group of faculty members may have in relation to conditions of employment, interpretation of policies or cases involving the working relationships among the faculty, students, office professionals, and administrators. Grievances shall be settled as expeditiously as possible at the lowest level of the office where the aggrieved party belongs.
- 1.2. The speedy settlement of grievances is essential to the effective and efficient operations of the City College in the light of its vision and mission.

The spirit of Christian understanding, cooperation, and love shall prevail. Hence, one has to avoid the publication about the grievance case pending settlement, securing of legal aid, or appearance of lawyers relative to the resolution of the case.

Section 2. Grounds for Grievances

Grounds for filing of a grievance include the following:

- 2.1. inadequate or unhealthy working conditions or environment,
- 2.2. unreasonable work assignments that do not belong to the duties and responsibilities of a faculty member,



- 2.3. arbitrary exercise of authority including but not limited to selective evaluation and granting of benefits/privileges,
- 2.4. violation of the Code of Ethics as defined in the Faculty Manual governing interpersonal relations,
- 2.5. practices and procedures against established policies, and
- 2.6. other matters causing teachers', students', or employees' dissatisfaction.

Section 3. Grievance Procedures

3.1. First Level

3.1.1. A faculty member who feels that he/she has been offended in connection with his/her rights as an employee, shall make a written complaint to the immediate head of the alleged offender.

3.1.2. The immediate head shall gather and verify all relevant facts within 5 working days from receipt of the complaint. He/she may ask the parties to give their respective explanation in writing. A clarificatory meeting may also be called if necessary. The immediate head shall exhaust all means to reach amicable settlement. If no settlement is reached, the case shall be elevated to the second level. All pertinent documents shall be endorsed to the higher authorities designated at the second level.

3.2. Second Level

The following proper channels shall be observed:

3.2.1. Grievances involving Faculty and Students The complaint shall be endorsed

to the Student Welfare Director and the Dean of the school concerned.

3.2.2. Grievances involving Members of the Faculty The complaint shall be endorsed

to the Dean of the school concerned.

3.2.3. Grievances involving Faculty and Academic Non-Teaching Faculty

The complaint shall be endorsed to the Dean of the school and the Office Head concerned.

3.2.4. Grievances involving Faculty and Department Chairperson The complaint shall be endorsed to the Vice-President for Academics and Research.



3.2.5. Grievances involving Faculty and Non-academic Personnel The complaint shall be endorsed to the Dean of the school and Office Head concerned.

3.2.6. Grievances involving Faculty and Dean The complaint shall be endorsed to the VP-Academics and Research.

3.2.7. Grievances involving Faculty and Vice-President/ Religious Administrator The complaint shall be endorsed to the Prior of the Community through the College President.

3.2.8. Grievances involving Faculty and President The appeal shall be addressed to the Board of Trustees through the President of the Faculty Association.

Within five (5) working days after the complaint is received by the addressee, he/she shall first call the parties concerned to a meeting for a possible amicable settlement.

If no settlement is reached, the case is elevated to the third level.

3.3. Third Level

The addressee shall have the discretion of inviting a resource person to help settle the case together with the parties concerned. If still no amicable settlement is reached, the case is elevated to the fourth level.

3.4. Fourth Level

The addressee concerned shall convene the Grievance Committee composed of the following:

Section 4. Grievance Committee

4.1. In cases involving Faculty and Student

4.1.1. Chairman: One from the Administration

4.1.2. Members:

4.1.2.1. Dean/Principal

4.1.2.2. Faculty Association President or his authorized representative

4.1.2.3. Supreme Student Council President or his authorized representative

4.1.2.4. Student Affairs Office (SAO)

4.2. In case involving Faculty and Faculty

4.2.1. Chairman: One from the Administration

4.2.2. Members:



- 4.2.2.1. Dean/s or Principal/s Manual for the Academic Personnel
- 4.2.2.2. Faculty Association President or his authorized representative

4.3. In cases involving Faculty and ANTF

- 4.3.1. Chairman: One from the Administration
- 4.3.2. Members:
 - 4.3.2.1. Dean/Principal of the faculty
 - 4.3.2.2. Office Head of the ANTF
 - 4.3.2.3. Faculty Association President or his authorized representative

4.4. In cases involving Faculty and Office Professional (OP)

- 4.4.1. Chairman: One from the Administration
- 4.4.2. Members:
 - 4.4.2.1. Dean/Principal of the faculty
 - 4.4.2.2. Office Head of the OP or his authorized representative
 - 4.4.2.3. Faculty Association President or his authorized representative.

4.5. In cases involving Faculty and Department Chairperson/ Coordinator

- 4.5.1. Chairman: One from the Administration
- 4.5.2. Members:
 - 4.5.2.1. Dean/Principal of the faculty and department chairperson
 - 4.5.2.2. Faculty Association President or his authorized representative

4.6. In cases involving Faculty and Lay Administrator

- 4.6.1. Chairman: One of the Vice Presidents
- 4.6.2. Members:
 - 4.6.2.1. Dean/Principal of the faculty
 - 4.6.2.2. Head of the Lay Administrator
 - 4.6.2.3. Faculty Association President or his authorized representative

4.7. In cases involving Faculty and Religious Administrator

- 4.7.1. Chairman: The President or his authorized representative
- 4.7.2. Members:
 - 4.7.2.1. Dean/Principal of the faculty
 - 4.7.2.2. Faculty Association President or his authorized representative

4.8. In cases involving Faculty and President

- 4.8.1. Chairman: Prior of the Community
- 4.8.2. Members:



- 4.8.2.1. Dean/Principal of the Faculty
- 4.8.2.2. Faculty Association President or his authorized representative

Section 5. Duties and Responsibilities of the Grievance Committee

Members of the Grievance Committee shall observe confidentiality of information gathered in the course of the hearings. They shall be made to sign an undertaking to this effect.

5.1. The Chairman

- 5.1.1. Convenes the chairs all meetings of the Committee and the grievance hearings;
- 5.1.2. Handles all logistics related to the grievance process (arrange for recording and/or transcriptions of the hearing, counsel for the Committee, conference rooms for the hearing, etc.);
- 5.1.3. Schedules committee meetings and grievance hearings and notifies in writing all parties concerned;
- 5.1.4. Ensures the timely and orderly process of the grievance;
- 5.1.5. Instructs the Committee or jurisdictional and other related matters, make all procedural rulings (including what evidence is admissible, whether to permit a party to introduce evidence that has not been previously disclosed, etc.);
- 5.1.6. Prepares a written report of the Committee's findings and recommendations;
- 5.1.7. Compiles the official records and transmits the records and committee's decision as specified in the procedure; and
- 5.1.8. Convenes and Chairs any meetings or hearings

5.2. The Members

- 5.2.1. Attend the initial orientation meeting, pre-conference hearing, and all scheduled hearing dates;
- 5.2.2. Listen carefully and review all testamentary and documentary evidences presented during the hearing; and
- 5.2.3. Weigh the credibility of the evidence, make specific findings of facts and determine whether the complaint has a valid cause of action



5.3. Guidelines

The investigation by the committee shall be guided by the following rules:

- 5.3.1. Both parties shall be assured of freedom from coercion, discrimination, and reprisal. The parties shall be assured of a speedy and impartial trial of the case.
- 5.3.2. Proceedings shall be summary in nature. The rules of procedure employed in formal court hearings shall be dispensed with.
- 5.3.3. The City College Legal Counsel may be designated as Consultant or Chair of the Grievance Committee when necessary.
- 5.3.4. A secretary appointed by the College President shall record in simple and clear terms of the proceedings of the case.
- 5.3.5. The Grievance Committee will submit its recommendation to the College President within fifteen (15) working days after the last hearing.

Such recommendation is subject to the final deliberation of the School Board.

- 5.3.6. The School Board through the College President shall, in writing, furnish the parties concerned a copy of the decision.
- 5.3.7. The periods stated in this Article shall serve only as a guide and should not be construed as being mandatory. However, upon the expiration of the corresponding period, an explanation shall be issued by the chair stating why a decision or resolution has not been rendered or issued within the said period.
- 5.3.8. Additional Members may likewise be appointed upon the recommendation of the Chair and approved by the College President.

7.6 Sanctions

This article provides the guidelines and procedures relative to the university's disciplinary measures.

Section 1. Sanctions shall be imposed only after the observance of the two-fold aspect of due process of law namely:



1.1. Substantive due process, which requires that the law or policy itself is fair, reasonable, and just; and

1.2. Procedural due process, which refers to the method or manner by which the law is enforced.

Section 2. Guidelines in the Imposition of Sanctions

2.1. Sanctions on faculty members shall be imposed only after the observance of the substantive and procedural due process, that is, the determination of just or valid cause and observance of fair and legitimate procedure.

2.2. Procedural due process in the imposition of sanctions of all types of offenses involves the following:

2.2.1. Sending a written notice by an authority to the faculty member concerned on his/her possible commission or omission of an act that may constitute a ground for sanction;

2.2.2. Giving the faculty member the opportunity to reply in writing to the allegation within the period specified in the notice received; and

2.2.3. Conducting the hearing with the faculty member in any of the following:

2.2.3.1. For offenses that may warrant a corrective counseling or written warning, the Dean/Principal hears the case.

If the first hearing does not satisfactorily resolve it, the Dean may form a committee to assist him/ her in looking further into the case. The composition of the committee must have the consent of the faculty member concerned.

2.2.3.2. For offenses that may warrant suspension or separation, the Vice President for Academics and Research hears the case. If the first hearing does not satisfactorily resolve it, the Vice President elevates the case to the grievance committee. To observe that due process is afforded the faculty member may be assisted by a legal counsel during the proceedings.





In the event that the faculty member concerned is not agreeable to the committee composition, he/ she may write a letter of appeal to the Vice President for Academics and Research within 24 hours upon receipt of notice of the committee composition and justify his/ her concerns. It is the prerogative of the Grievance Committee to decide over the matter.

2.2.3.3. For cases involving Religious and Lay administrator(s), the hearing shall be conducted in accordance with the procedure prescribed in the Administrative Manual.

2.2.4. Serving written notice of the decision to the faculty member as follows:

2.2.4.1. Notice of corrective counseling or written warning will come from the office of the Dean of the School/ Principal of the Department concerned.

2.2.4.2. Notice of suspension shall come from the Office of the Vice President for Academics and Research. A copy of this notice shall also be provided to the Dean/ Principal concerned.

2.2.4.3. Notice of cessation of employment shall come from the Office of the President. The Vice President for Academics and Research and the Dean/Principal of the School/Department concerned will be furnished with a copy of such notice.

2.2.4.4. Notice of exoneration of the faculty member shall come from either the Office of the Dean, Vice President for Academics and Research, or the President, depending upon the nature of the alleged offense.

Section 3. Table of Offenses and Sanctions

Without prejudice to the Labor Code and the rules jointly promulgated by CHED and CSC and other regulatory bodies a faculty member who commits any of the following non-exclusive offenses shall be meted out appropriate disciplinary action in accordance with the Table of Offenses and Sanctions based on proper procedure.



Legend:

1. Corrective Counseling (CC)
2. Written Warning (WW)
3. Suspension [the duration of which shall depend on the gravity of the offense] (Sus)
4. Dismissal (Dis)

Nature of Offense	Range of Penalty			
	CC	WW	Sus	Dis
LESS SERIOUS OFFENSES				
1. Habitual failure to provide regular feedback of the students' performance results.	✓	✓	✓	✓
2. Asking students to work for him/her, i.e. check papers, run personal errands, and the like.	✓	✓	✓	✓
3. Exhibiting unethical behavior, such as, but not limited to, participating or organizing unauthorized gambling activities inside the campus.	✓	✓	✓	✓
SERIOUS OFFENSES	CC	WW	Sus	Dis
4. Engaging in any relationship that would be characterized as indecent, illicit, or immoral based on the Roman Catholic norms.		✓	✓	✓
5. Maliciously criticizing administrative directives.		✓	✓	✓
6. Subjecting administrators to destructive criticism.		✓	✓	✓
7. Smoking (tobacco and e-cigarettes) and vaping inside the campus.		✓	✓	✓
8. Discussing maliciously the faculty member's or any personnel's personal and financial involvements with other people.		✓	✓	✓
9. Pretending to be sick to cover an absence.		✓	✓	✓
10. Teaching in other Schools/departments of City College without permission from the dean/principal.		✓	✓	✓
11. Threatening, intimidating, coercing or harassing a fellow faculty member or anybody in the City College campus any time.		✓	✓	✓
12. Divulging classified or confidential information about the academic institution (depending on the gravity of the offense)		✓	✓	✓
13. Failing to abide by the provisions in the Code of Ethics as enumerated in Article IV of this manual		✓	✓	✓
14. Sowing intrigues and professional jealousy in the academic community		✓	✓	✓
15. Failing to perform the obligations specified in the teacher's contract and/or obligations prescribed in Art III of this Manual.		✓	✓	✓



16. Incurring tardiness without valid justification beyond 10% of class meetings in a subject within the semester. [Tardiness is incurred if the teacher arrives ten minutes after the bell but not beyond 15 minutes. This applies also to early dismissal of classes without valid reasons.]		✓	✓	✓
17. Accumulating unexcused absences, of at least a week without prior notice or arrangement with and approved by the Dean/Principal.		✓	✓	✓
18. Failing to cope with the institution's standard of efficiency and competence. [i.e., failure to meet the required standards of performance rating of at least 3.0 on each criterion – BARS, FASR, Dean/Director/Chairman, and students' evaluation for two consecutive semesters for college and one school year for basic education.]		✓	✓	✓
19. Not giving major examinations (Prelim, Midterms, Finals and Periodical exams).		✓	✓	✓
20. Failing repeatedly and unjustifiably to submit grades in all grading periods.		✓	✓	✓
21. Giving major examinations contrary to the schedule without the permission from the Dean/Principal and the VP-Academics and Research.		✓	✓	✓
22. Using institution property (i.e., equipment, tools, and facilities) without authority.		✓	✓	✓
23. Collecting money from the students inside or outside the campus for any occasion or event without authority		✓	✓	✓
24. Engaging in unauthorized money-making activities with students such as but not limited to lending money with interest and other credit transactions, preparing thesis for a fee, selling school materials and supplies.		✓	✓	✓
25. Borrowing money from student organizations, students or their parents.		✓	✓	✓
26. Tutoring his/her students for a fee.		✓	✓	✓

27. Divulging confidential information pertaining to students, or his/her family, to persons who have neither the right nor the interest to obtain such information.		✓	✓	✓
28. Making malicious, obscene or libelous statements in print, radio, television or online including social network sites or other platforms, about a person.		✓	✓	✓
29. Being a member of associations, groups, societies and the like, prohibited by the Roman Catholic church or government.		✓	✓	✓
30. Committing research misconduct and other forms of intellectual dishonesty, e.g., plagiarism, falsification of research processes, fabrication of data, and the like.		✓	✓	✓



31. Committing infringement on intellectual property, e.g., copyright, patent, utility model, trademark, industrial design.			✓	✓
32. Usurpation of authority			✓	✓
33. Gossiping, rumor-mongering and making false or malicious statements concerning any faculty or employee, student and administrator whether well founded or not (through any means of communication)			✓	✓
34. Possessing prohibited drugs and related paraphernalia.			✓	✓
35. Carrying deadly weapons and other harmful objects inside the campus.			✓	✓
36. Entering the City College premises while under the influence of alcohol or prohibited drugs.			✓	✓
37. Displaying disgraceful and immoral conduct [contrary to the teachings of the Catholic Church] inside or outside the school campus and even in social media platforms			✓	✓
38. Inflicting bodily injury on any member of the school community [slight, less serious, or serious] except in self-defense or in defense of school property			✓	✓
39. Violating school policies, guidelines and regulations			✓	✓
VERY SERIOUS OFFENSES	CC	WW	Sus	Dis

40. Insubordination or willful disregard or disrespect of authority. In order that the willful disobedience by the employee may constitute a just cause for terminating his employment, the orders, regulations, or instructions of the employer or representative must be: 1. Reasonable and lawful 2. Sufficiently known to the employee; and 3. In connection with the duties which the employee has been engaged to discharge.				✓
41. Teaching in other schools or universities without any written permission from the President				✓
42. Misrepresentation or non-disclosure of employment related information				✓
43. Discrediting the Institution's name in public, including postings in the internet and other social media platforms				✓
44. Committing examination leakage				✓
45. Tampering, falsifying, or fabricating school/student records and/or other official documents				✓
46. Altering student's grade for a fee or for a favor				✓
47. Selling and/or using of prohibited drugs regardless of time and place				✓



48. Endangering life or causing serious destruction to school property e.g. arson, bomb threat, planting of explosives.				✓
49. Inciting violence, chaos, and other massive forms of disruptive behavior				✓
50. Having finally been convicted in a court of law of a crime involving moral turpitude				✓
51. Conducting oneself in a manner unbecoming of a Catholic faculty member such as, but not limited to shifting of religion to non-Catholic; contracting a civil marriage or common law partnership/ cohabitation; other practices contrary to the teachings of the Catholic Church				✓

7.7 Restrictions and other Regulations

- No College officer, faculty member, or employee is allowed to publicly disclose or discuss the proceedings and decisions of the Governing Board before they are officially released for publication unless granted permission by the President or the Governing Board
- College officers, faculty, or employees are prohibited from publicly making accusations or complaints against any fellow officer or employee, whether related to their official duties or private life. Such complaints must be directed to the appropriate College Committees duly authorized to facilitate proper action.
- Faculty members are prohibited from entering into any agreements with any College students involving money, property, or other valuable items that could potentially influence the student's academic performance.
- No textbook, whether in printed or duplicated form, should be designated as essential teaching material for any class unless it has received approval from the library advisory committee, which will be established by the President.
- Any faculty member can invite a guest speaker who is not officially affiliated with the College to give a lecture or presentation on a topic to their class or a student group, provided they have obtained permission from the Dean or VP for Academics



- Faculty and employees may engage in research projects sponsored by external organizations with the President's consent. In such cases, proper credit must be given to the College along with the sponsoring organization when publishing the research findings.
- Any faculty member or employee participating in research activities outside of the College should ensure that such involvement does not disrupt or compromise their primary responsibilities. However, this involvement will be considered as part of their official workload.

Solicitations. The City College of Cagayan de Oro prohibits solicitation during scheduled working hours, including the general public selling of retail goods to employees or trying to sell any time to another employee or any other solicitation determined to be inappropriate by the City College. Regular vendors of the City College will conduct their business through authorized City College personnel. Employees may participate in generally acceptable solicitations during their scheduled break or lunch time. Solicitations for special causes and by partners of the City College may be allowed but only after clearance with the administration ensuring that classes and normal operations are not compromised.

It is important to note that solicitation letters should be properly and systematically monitored, and the solicitation of funds or merchandise from off-campus groups of business firms is not allowed

B. Business Gifts or Gratuities. City College has a policy on solicitation, gifts, and gratuities that prohibits employees from soliciting or accepting gifts from current or potential vendors, contractors, their agents, local businesses, City College departments, or others with whom there is a potential or ongoing business or professional relationship. The policy states that certain gifts may be acceptable, such as gifts, meals, and accommodations of a reasonable and normal value up to a certain amount provided to all employees, but cash gifts are generally considered unacceptable unless provided in the form of an employee bonus. The policy also requires gifts to be approved by a supervisor.

It is important to note that certain industries, such as pharmaceutical and medical devices, have specific guidelines around gifting.

The City College policy is in place to ensure that employees demonstrate the highest standards of ethics and conduct in relation to potential and existing vendors, suppliers, job applicants, and other business stakeholders.



C. **Private Communications.** The City College has policies in place regarding the use of personal devices during business hours. Personal calls or text messages must be kept to a minimum and should not interfere with an employee's work.

Employees are encouraged to make such calls during their breaks or lunchtime. The same should be observed for private communications through other media such as instant messaging and email.

D. **Use of City College Resources.** The City College name or logo should not be used in any announcement, advertising matter, publication, correspondence, or report in connection with personal or unofficial activities of faculty members or staff. Additionally, services and assets, including the College's name, should be exclusively utilized for official purposes by employees and officially recognized campus organizations. It is the responsibility of all employees to ensure that the College's resources, such as staff, staff time, telephones, duplicating services, cash, computing equipment, other equipment, supplies, and vehicles, are used only for Official School-related activities.

E. **Use of Identification Card.**

- a. The ID card is the property of the LGU of Cagayan de Oro and the City College of Cagayan de Oro.
- b. The ID card must be carried at all times and is non-transferable.
- c. The ID card may be used for such purposes as the City College designates and may be revoked at any time.
- d. The ID card must be presented and/or surrendered upon demand by a City College official.
- e. Lending this card to anyone is considered misuse and may be subject to disciplinary action.
- f. Lost and stolen cards must be reported promptly to the Office of the President.
- g. No employee shall possess more than one identification card.

F. **Attendance and Punctuality.** City College expects its employees to be reliable and punctual in reporting to work. If an employee cannot avoid being late to work or is unable to work as scheduled, they must notify their supervisor. Excessive absenteeism or tardiness shall be subject to disciplinary action.



G. **Conduct.** To ensure orderly operations and provide a safe work environment, employees are expected to follow rules of conduct that protect the interests and safety of all employees and the City College. Failure to comply with these rules may result in disciplinary action, including suspension or termination of employment. The following are examples of conduct that may result in disciplinary action (See: CSC RACCS)

- Theft or inappropriate removal or possession of property
- Falsification of company records
- Working or operating of City College vehicles under the influence of alcohol or illegal drugs
- Defaming a co-worker/student and gossiping
- Boisterous or disruptive activity in the workplace
- Negligence or willful conduct leading to damage of property
- Insubordination or other disrespectful conduct
- Violation of safety regulations
- Smoking in the City College
- Sexual or other harassment
- Lewd conduct and possession of pornographic material on campus
- Discrimination based on sex, age, ethnicity

H. **Gambling.** City College has a strict policy prohibiting gambling on campus at all times, as well as the use of gambling paraphernalia.

I. **Social Media Policy.** City College of Cagayan de Oro has set guidelines and expectations for employees when using social media platforms, both in their professional and personal capacities. These guidelines include:

- Employees are encouraged to identify themselves as employees of the City College of Cagayan de Oro when discussing City College-related matters on social media.
- Employees should maintain a professional tone and exercise respect for colleagues, students, and stakeholders when posting or engaging in conversations in social media.
- Employees should always respect the privacy and keep confidential information about the City College, its students, administration, faculty, and colleagues.
- Employees should refrain from engaging in activities or discussions on social media that could pose a conflict of interest with their roles at the College.



- Non-teaching personnel should make clear that their views and opinions expressed on the personnel social media accounts do not necessarily represent the views of the City College.
- All applicable laws, including copyright, trademark, and intellectual property laws, must be adhered to when posting or sharing content on social media.
- Violations of this policy should be reported to the HRM Office for appropriate action.

J. **Uniforms.** The City College of Cagayan de Oro requires all employees to wear the prescribed uniforms from Monday to Thursday during regular semesters and official work hours. Members of the top management are not required to wear uniforms but shall wear appropriate corporate attire during uniform days. On Fridays, employees are allowed to wear appropriate casual clothes that adhere to the prescribed dress code.

Permanent employees can avail of 100% uniform assistance while probationary employees can avail through salary deduction. The wearing of uniform and ID is required by the City College to establish and project its desired identity, as well as to maintain a more professional atmosphere

K. **Dress Code.** All employees are expected to dress appropriately relative to their specific job duties and responsibilities. The prescribed dress code are as follows:

- For men:
 - a. Collared shirt
 - b. pants/jean without stylized holes
 - c. closed shoes
- For women
 - a. Non-provocative/revealing top; blouses preferred over shirts
 - b. Long pants/jeans or knee length skirt or longer
 - c. Closed or strapped shoes

Examples of attires considered inappropriate for City College employees include but are not limited to:

1. Rubber sandals, slippers, or flip flops
2. Jewelry affixed to an employee's nose, tongue, cheek, lip or eyebrow
3. Clothing or lack of clothing that is provocative, revealing, indecent, vulgar,





or obscene

4. Low necklines, bare midriffs and excessively tight clothing
5. Clothing which promoted alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
6. clothing which contains profanity, nudity, depict violence, or is sexual in nature by words or symbols
7. Bedroom slippers
8. Tank tops or spaghetti strap tops
9. Undergarments worn as outer garment or any see through clothing that reveals an undergarment
10. Hats, visors, sunglasses, sweatbands, and bandannas (may be worn outside but must be removed when inside the workplace)
11. T-shirts or athletic wear
12. Shorts
13. Any item of clothing or jewelry that creates a disruption of the school environment/learning activities, or that poses a threat to the safety and well-being of staff and students

L. Eating in Work Areas. In order to maintain cleanliness in our campus and to further promote an environment conducive for learning, EATING IS NOT ALLOWED IN THE FOLLOWING AREAS:

1. Classrooms, Audio-Visual Rooms
2. Libraries
3. Laboratories
4. Offices
5. Other areas as indicated by posted signs

Certainly, for employees' birthdays and related matters, eating can be permitted, subject to approval from the VP of Administration. This is to ensure that maintenance staff are available and the area remains clean

M. NO Smoking Policy and Alcoholic Beverages. Under the Clean Air Act (R.A. No. 8749), our campus is designated as a smoke-free area. Therefore, smoking of cigarettes, cigars, or any similar substances is strictly forbidden. Additionally, the introduction and consumption of alcoholic beverages are not allowed on campus or during official university events. We should ensure that visitors are informed of these policies for their adherence.



N. Absences and Tardiness.

1. Employees must adhere to the prescribed workplace schedule consistently.
2. In the event that an employee cannot report for work for a valid reason, they should inform their immediate supervisor.
3. Employees are expected to personally use the biometric machine when entering and exiting the school premises.
4. Tardiness and undertime will lead to salary deductions, determined by the biometric attendance system's entry and exit records. However, no deductions are applied for workplace absence due to official business or authorized leaves. It's important to note that the deduction is not punitive but a reflection of unrendered work for the university.
5. Failure to follow these guidelines may result in administrative consequences for the employee.

7.8 Discipline

Disciplinary action against any faculty or employee of the College shall be governed by PD 807 otherwise known as the Civil Service Law of the Philippines.

The Governing Board, upon the recommendation of the President, may suspend or dismiss from the service any officer, faculty, or employee, found guilty of offenses in accordance with PD 807. In all cases where the decision of the Governing Board is for removal of the respondent, it shall be automatically forwarded to the Civil Service Commission for review.

The board may preventively suspend any officer, faculty, or employee during the pendency of an administrative charge against him but in no case to exceed ninety (90) days from receipt reinstated.



PART 8. APPENDICES

8.1 City College of Cagayan de Oro Hymn

City College of Cagayan de Oro Alma Mater Hymn

In Cagayan's embrace, we stand so bold,
Higaonon's gift, a tale to be told,
City College, our roots run deep,
A future sustainable, in unity, we keep.

(Chorus)

Alma Mater, City College we hail,
Towards a SMART City, we set sail,
Higaonon's land, where dreams unfold,
Together we'll build, in hearts of gold.

(Verse 2)

Mountains, rivers, plains, and sea,
Inspire our journey, our legacy,
In CDO's pride, we find our place,
Guided by hope and boundless grace.

(Chorus)

Alma Mater, City College we hail,
Towards a SMART City, we set sail,
Higaonon's land, where dreams unfold,
Together we'll build, in hearts of gold.

(Bridge)

Inspired by our past, we stand tall,
Thank God Almighty, for each call,
For Cagayan de Oro, our pride we proclaim,
A sustainable future, we'll cherish its name.

(Chorus)

Alma Mater, City College we hail,
Towards a SMART City, we set sail,
Higaonon's land, where dreams unfold,
Together we'll build, in hearts of gold.

Lyrics: Jestoni P. Babia, Ed.D
Music: Rev. Fr. Leo G. Alaras, OAR





TITLE 8: GENERAL PROVISION

Section 1: Effectivity Clause

This Manual shall take effect upon approval of the Governing Board.

Section 2: Separability Clause

If any part or provision of this Handbook is held invalid, the other provisions not affected thereby shall remain in force and effect.

Section 3: Amendment Clause

No amendment, change or modification to this Handbook shall be effective or enforceable unless approved by the Governing Board.

Section 4: Repealing Clause

All orders, rules, and regulations and other issuances or parts thereof which are inconsistent with this Handbook are hereby revoked, amended, and/or modified accordingly.



HON. ROLANDO "KLAREX" A. UY

City Mayor
Chairperson

DR. JESTONI P. BABIA, LPT, MAEd, EdD

Interim President/Administrator, City College of Cagayan de Oro
Vice-Chairperson

HON. SUZETTE G. MAGTAJAS-DABA
City Councilor,
Chairperson, Committee on Education

DR. MA. AIRA CHENESSA B. AGUILAR, EdD

Faculty Representative,
City College of Cagayan de Oro

(To be Elected)
Alumni Representative,
City College of Cagayan de Oro

JOSHUA TAN MANGUILA
Student Body Representative,
City College of Cagayan de Oro

ENGR. ROMELA N. RATILLA, DPA
Regional Director, Department of Science and
Technology Region 10

DR. FREDDIE T. BERNAL, CESO III
Regional Director, Commission on Higher
Education Regional Office X

DR. JESUS JARDIN
Business Sector Representative

MR. AUGUSTO M. VIAJE
Representative, Nahilaran IPS

MS. ROXANNE MAE A. RAVIDAS, CPA
Acting City Budget Officer

ATTY. KENNETH O. TAMALA, MBA
City Legal Officer

ATTY. JOEFFREY D. NAMALATA
City General Services Officer

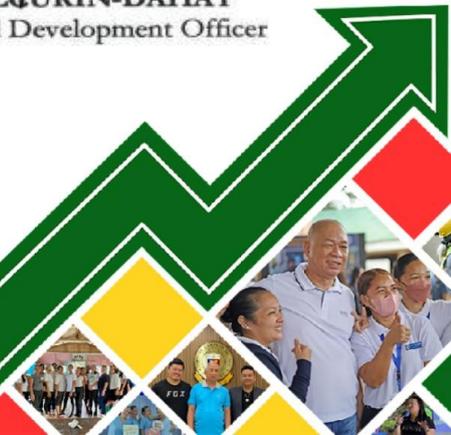
MS. MARY V. GOMEZ, CPA
City Accountant

MS. JASMIN T. MAAGAD
City Treasurer

MS. RICHEL PETALCURIN-DAHAY
Acting City Education and Development Officer

Attested by:

ATTY. RACHIENE C. AGUHOB
Board Secretary





CITY COLLEGE OF CAGAYAN DE ORO

AIM HIGHER



cagayan
deOro
city of golden friendship

CdeO
RIS
MAYOR ROLANDO KLAREX UY GOVERNANCE PLATFORM

