



**CITY COLLEGE
OF CAGAYAN DE ORO**
AIM HIGHER

REGISTRAR MANUAL



cagayan
de Oro
city of golden friendship





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COLLEGE VISION

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

COLLEGE 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.”

Introduction

The Registrar's Office is a vital department of an academic institution that serves the needs of students throughout their educational journey. This manual is designed to be a comprehensive resource outlining the policies, procedures, and standard practices that ensure the smooth and efficient operation of the office. By following the guidelines set forth in this manual, the Registrar's Office can provide students with the highest level of service and support in areas critical to their academic success, including registration, academic records management, graduation processing, and other relevant academic affairs.

Registrar Mission

It is the mission of the Registrar's Office to support student success, safeguard academic integrity, and deliver effective and efficient service through collaboration, innovation, and a commitment to excellence.

Guiding Principles

The Registrar's Office considers it very important to be service oriented, transparent, and professional in all aspects of its operation.

The Registrar's Guiding Principles are to be:



- Service - oriented
- Service - efficient Clientele - we uphold the principle of providing efficient, client-friendly, and trustworthy services with integrity

Objectives

1. Unrestricted Admission
2. Comprehensive Student Retention
3. Streamlined and Proficient Administration of Student Records
4. Commitment to Delivering High-Quality Service to Students

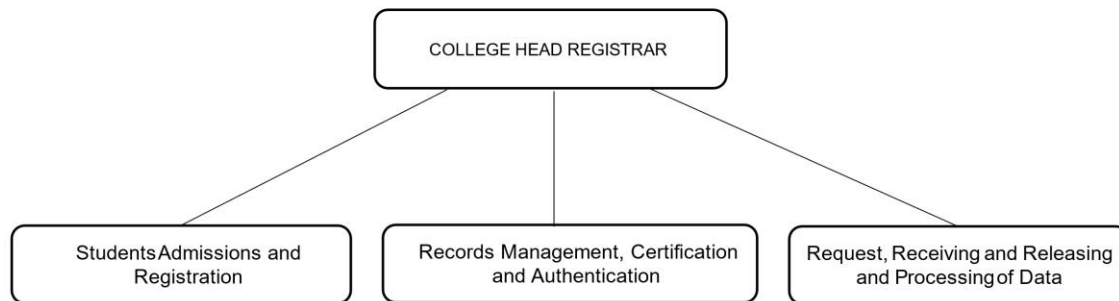
General Functions:

1. Student Admission
2. Registration
3. Promotions/Evaluation of Students Records
4. Records Management
5. Curricular Information Dissemination
6. Graduation

FUNCTIONS AND RESPONSIBILITIES



ORGANIZATIONAL CHART



CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

 edit the gmail acc to be used

 edit the contact no  @orocitycollegeofficial

College Head Registrar

1. Lead in crafting and implementing policies regarding admissions, enrollment, accreditation, graduation, and other relevant academic affairs.
2. Plan, supervise, and oversee the following responsibilities:
 - a. Manage admission processes and selective retention of students.
 - b. Ensure compliance with admission and academic requirements.
 - c. Handle the registration/enrollment of students.
 - d. Enforce government regulations on academic scholarships, scholarship delinquency, transferees, accreditation, student loading, subject-sequence, cross-enrollment, graduation, graduation with honors, changing/adding/dropping of subjects, and other related matters.
 - e. Evaluate scholastic records/credits for accreditation of transfer units, determination of curricular level, scholastic standing, promotions, graduation, etc.
 - f. Coordinate commencement/graduation exercises and related activities.
 - g. Participate in the selection of honor students in college.
 - h. Ensure the custody, security, integrity, and confidentiality of students' records.
 - i. Manage, control, maintain, and issue/release students' academic records.
 - j. Disseminate information on curricular offerings, admission requirements, academic policies and regulations, and CHED issuances.
 - k. Provide information on statistical data related to enrollment, graduates, dropouts, etc.
 - l. Prepare memoranda on enrollment and Registrar concerns.

m. Oversee the publication of the Academic Calendar, Bulletin of Information, Catalog, etc.

n. Facilitate Registrar personnel training and development.


3. Authentically endorses Transcript of Records and related documents.
4. Addresses inquiries regarding academic policies, regulations, and student records.
5. Conducts curricular consultations with colleges and students.
6. Contributes to the revision of curricula and the Faculty Manual.
7. Establishes and maintains connections with other Registrars concerning student records and Registrar-related matters.
8. Establishes a standardized operating procedure.
9. Designs a process flow chart outlining office functions.
10. Periodically evaluates and enhances existing systems and procedures.
11. Aids, supervises, coordinates, checks, and reviews the work of Registrar personnel.
12. Evaluates the performance of Registrar personnel.
13. Designs and revises form necessary for Registrar transactions.
14. Oversees the proper use, maintenance, control, and safekeeping of office property and equipment.
15. Initiates requests for required equipment and supplies.
16. Develops the registrar's growth plan.
17. Submits the Annual Accomplishments Report to the President.

In-charge of Students Admissions and Registration

1. Compiles admission and enrollment materials.
2. Manages the coordination of admission and enrollment processes for new students.
3. Examines, verifies, and validates the authenticity of credentials submitted by new students.
4. Initiates requests for Form 137A and Official Transcript of Records (OTR) for newly admitted students.
5. Organizes and files the credentials of new students before transferring them to the Records In-charge.
6. Generates a list of freshman enrollees.
7. Produces a list and statistical data for transferee students.
8. Acts as the liaison officer for foreign students on behalf of the registrar.

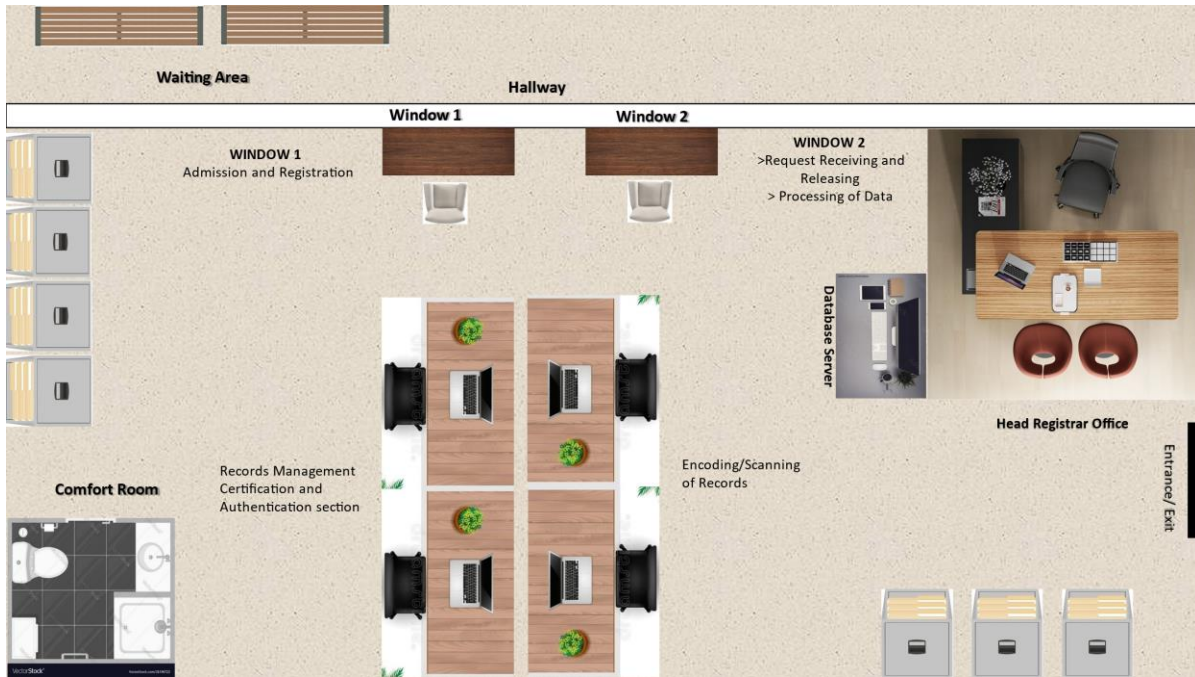
In-charge of Records Management, Certification and Authentication

1. Compiles individual student records, including consolidated grade worksheets, permanent records, and evaluation records.
2. Orchestrates the enrollment process for students.
3. Regularly updates and posts grades to student records.
4. Reconstructs records or files that are lost or missing.
5. Provides guidance to students on curricular programs, enrollment procedures, subject loads, and sequencing.
6. Evaluates student records for curricular level, scholastic standing, graduation

- 
- eligibility, etc.
 7. Assesses subjects and credits earned in other educational institutions.
 8. Aids in enforcing academic policies and regulations.
 9. Acts as a specialist and consultant for the specific course or program they oversee.
 10. Notifies students of any course deficiencies.
 11. Assists in organizing graduation activities.
 12. Prepares enrollment lists, academic scholars' lists, candidates for graduation lists, candidates for graduation with honors lists, along with their corresponding statistical data.
 13. Compiles statistical data on drop-outs, shifters, and transferees.
 14. Verifies, checks, and signs prepared Transcripts of Records and certifications.
 15. Manages, accounts for, controls, and maintains the integrity and confidentiality of student records.
 16. Initiates follow-up requests for records of new students from their previous institutions.

In-charge of Request, Receiving and Releasing and Processing of Data

1. Manage, receive, process, and issue requests for transcripts of records, certifications, transfer credentials, and other academic documents.
2. Ensure timely compliance and release of requested records and information.
3. Maintain daily records of both incoming and outgoing academic documents.
4. Generate and prepare academic records as per request.
5. Produce various forms and enrollment materials.
6. Keep logbooks to record incoming requests for academic records and their subsequent releases.
7. Oversee, account for, control, and safeguard the integrity and confidentiality of students' records.
8. Organize, classify, file, and store both active and inactive records and files.
9. Input course and subject codes into the system.
10. Input comprehensive data for new students.
11. Enter and maintain updated student grades.
12. Produce worksheets for consolidated grades, transcripts of records, and certifications.
13. Create and generate enrollment lists along with all necessary statistical data.
14. Administer, account for, maintain, and ensure the confidentiality and integrity of student records.
15. Aid in completing various survey forms.
16. Perform other related tasks as assigned.



OFFICE MANAGEMENT

Office Layout

1. Office and working area should be spacious and adequate for number of employees.
2. There should be enough service counters to accommodate students at different colleges.
3. Rooms should be provided for in-active files, graduated files, and computers.
4. Active files should be in the working space or immediate vicinity of the Evaluators
5. There should be enough furniture, equipment, supplies, ventilation, and lighting facilities.
6. There should be one computer for every personnel, separate from the computer units used as server and for data banking and processing purposes with Local Area Networking.

File Arrangements



Classification	Arrangement	Location
1. Active Files/Records	By College, Alphabetized	Immediate vicinity of the concerned College In-charge
2. Inactive Files/Records	Alphabetized	Records Management Area
3. Graduated Files/Records	Alphabetized by College and by Year	Records Management Area
4. Document Digitization	Scanning Records and save document management system Alphabetized by college and by year	Data Management system of Registrar

Personnel Assignments

1. Every personnel should have definite duties and responsibilities to perform and to attend to.
2. The number of employees should be in proportion to the number of student and to the volume of work to be performed. The most is 1 personnel to 200 students (1:200).

Assignment	Location
Registrar II / Head Registrar	Ground Floor
Registrar I / Asst. Registrar In-charge of Records Management	Ground Floor
Administrative Assistant VI In-charge of Students Admissions and Registration BACOMMS, BTVTED and BTLED	Ground Floor
Administrative Assistant V In-charge of, Certification and Authentication BACOMMS, BTVTED and BTLED	Ground Floor
Administrative Assistant IV In-charge of Request, Receiving and Releasing and Processing of Data BACOMMS, BTVTED and BTLED	Ground Floor

Operating Procedure



Office Days and Hours

1. All Registrar personnel are urged to maintain punctuality in attendance.
2. The designated office days and hours must be prominently displayed in a spacious location for the information and guidance of the public.
3. Registrar personnel must be willing to provide honorarium services beyond regular hours to cater to the needs of evening and working students, if necessary.

Records of Communications, credentials, and documents Received and Issued

1. The Admission In-Charge is tasked with receiving, sorting, categorizing, and documenting all communications, credentials, and records, then distributing them to the relevant personnel.
2. A designated staff member is responsible for disseminating communications originating from the Registrar to various Colleges and Offices. Records of outgoing communications should include the communication's name, College/Office, date of issuance, and the name/signature of the recipient.
3. An office staff member is assigned to draft and respond to correspondence related to curricular offerings and statistical data.

Safety and Security of Files and Records

1. Each employee is individually responsible and accountable for records and files in their possession necessary for the performance of their duties.
2. Access to classified or strictly confidential records/files (such as students' academic records) is restricted, and they are not permitted to be taken out of the office or borrowed by anyone.
3. Unclassified or non-confidential files (e.g., statistical records) may be accessed or borrowed only with the knowledge and permission of the Head Registrar.
4. Records/Files approved for borrowing must be documented in the record book, specifying details such as the name of the record/file, name of the borrower, borrower's signature, College/Office, date, and name of issuing Registrar personnel.
5. The storeroom housing files, records, and supplies is a restricted area, accessible only to authorized personnel.
6. Only authorized personnel or those assigned to the Data Processing Section are permitted to access students' records in the computer.
7. For enhanced security, records and documents shall be scanned and stored in the Registrar Database.

Working Area and Records Room



1. Ensure that the work area and records room are devoid of any fire hazards or combustible materials.
2. Periodically inspect or treat files in the records room or cabinets with insecticides or pesticides.
3. The records room should have the capacity to handle anticipated volumes that may accumulate from year to year.
4. Maintain appropriate temperatures in the records room and computer room to preserve records and ensure the upkeep of equipment.
5. Access to the Computer Room is restricted to authorized personnel only.

Equipment and Supplies

1. Ensure that office equipment and supplies are consistently in excellent working condition. The personnel responsible for the equipment is accountable for its maintenance, and any malfunction should be promptly reported for repair or replacement.
2. Practice economical use of forms and supplies.



Records Classification and Maintenance Procedures

Classification of Files and Records

The Records at the Office of the Registrar are classified as follows:

1. **Classified as Strictly Confidential.**

This pertains to records submitted as part of the unique connection the school maintains. Specifically, it involves information disclosed to the school for its exclusive use in matters such as admission and promotions and for no other purposes. The following records are categorized as classified or strictly confidential.:

- a. Academic reports
- b. Adoption papers
- c. Disciplinary Records
- d. Alien certificate Registration
- e. Medical and Guidance Reports
- f. Personal and Academic Records
- g. Baptismal or Birth Certificate


2. **Unclassified or non-confidential**

This pertains to additional school records that must be made publicly available, allowing both the government and students or parents to verify the legal existence and operation of the school and evaluate its performance. The following records are considered unclassified or non-classified.

- a. Catalogues
- b. Permits and Recognition
- c. Prospectus
- d. School Annuals
- e. Statistical records
- f. Teaching Contract
- g. Class, Faculty and Room Program
- h. Directory of Graduates
- i. Enrolment List
- j. Approval of Courses

Credentials to be filed in the student's jacket

1. Accreditation/validation Form
2. Adding/changing/Dropping Form
3. Admission Slip
4. Affidavit, Order for change of Name of correction of name
5. Application for admission, graduation, shift course and transfer
6. Approved permit for cross enrollment
7. Approved request for Overload, Substitution of

- 
- Subjects, waiver of pre- requisite
 8. OJT Permit
 9. Certificate of Transfer Credentials
 10. Clearance, completion forms, Evaluation
 11. Schedule and Registration Forms
 12. Forms 138, Form 137-A & Transcript of Records
 13. Machine Copy of: Alien Certificate Registration(ACR), Birth Certificate, Marriage Contract
 14. Notice of Deficiency
 15. Permanent Record
 16. Photographs
 17. Study permits for Foreign Students
 18. Other related documents

Various Matters to be Kept for Reference

1. Accomplishment report (Annual, Monthly or weekly)
2. Annual Procurement Program
3. Checklist/Prospectus
4. Class/Faculty and Room Program
5. Commencement programs
6. Curricular programs
7. CHED Basic Higher Education Data
8. CHED Memo /Orders
9. Civil Service Circulars
10. CSC PD 907
11. SUC Form 1A
12. Enrolment list
13. Worksheet for Consolidated Grades
14. Grades Sheets
15. List of Academic Scholars
16. List of Candidates for Graduation with honors
17. Minutes and Resolution of Academic Council Meeting
18. Official Communication
19. Registrar Memoranda
20. Statistical data
21. City College Circular/Memoranda/Orders
22. City College Code
23. City College Faculty Manual
24. Others

Operating procedure

Location of Files

1. The current or active files must be stored in a dedicated cabinet situated in close proximity to the respective College Evaluators or Records In-Charge.
2. Inactive files (for dropped cases) are housed in the Registrar Connecting room.

Filing System and Control of Records

1. The alphabetic file is employed for maintaining students' permanent records. When removing or returning files, the responsible personnel must ensure strict adherence to alphabetic order to prevent misplacement.
2. Students' records are stored in individual jackets. Utmost care should be taken when inserting documents into the jackets to avoid misplacement.
3. To prevent misplacement or incorrect filing of students' records, jackets, communications, or documents, they should be promptly filed upon receipt or completion.
4. Student numbers are utilized for encoding and accessing records in the computer.
5. A designated staff member is responsible for managing and overseeing data processing in the computer.
6. Subject filing is employed for miscellaneous matters kept for reference. These are further organized by year or school year.

GENERAL WORKFLOW AT THE OFFICE OF THE REGISTRAR

A. Pre-Registration

- Issuance of Application for College Admission Test
- Preparation, issuance and control of enrolment forms
- Preparation of enrolment paraphernalia
- Preparation of Admission Slip (showing deficiencies and scholastic standing) for old students
- Coordinates with Deans as to their school programs in preparation for the integrated school programs
- Preparation and dissemination of school calendar
- Preparation and dissemination of enrolment procedure and control
- Information and dissemination of any development revision, or enrichment in any program, courses and subjects

B. Admission

- Admission of old and new students

C. Registration

- Registration of old and new students

D. Post Registration

- Sorting of Registration forms (by College, Course, major, Curricular Level and Sex)
- Preparation of Enrolment List (by College, Course, Major, Curricular Level., Sex, Units enrolled and other data)
- Preparation of Enrolment Statistics (by College, Course, Major, Curricular Level, Section, and Sex)
- Preparation of Jackets for new students' records

E. Filing, Sorting, and Arrangement of Students' Records

- Checking and filing of entrance credentials in the jacket
- Filing of Registration Forms in the jacket
- Filing of other pertinent student records in the jacket
- Sorting of jackets of dropped-out and transferred students
- Arrangement of students' individual jacket

F. Student Records Preparation / Encoding of Records

- Requesting for Form 137-A (new freshmen students) and Transcript of Records for Transferees.
- Encoding of Students' Personal data Information in the computer
- Encoding of currently enrolled subjects of students in the computer/permanent record

- Preparing of consolidated worksheets of subjects enrolled (by College & Major)
- Preparation of list of Academic Scholars

G. Posting, Encoding and updating of grades

- Posting of students' grades from grades sheets to permanent record
- Encoding and updating of grades of students from consolidated worksheets/permanent records in the computer

H. Evaluation

- Evaluation of students records for promotions to the next curriculum year
- Identification and dissemination of student's deficiencies, earned credits & etc.
- Advise students on subject pre-requisites, co-requisites, mandated subjects and others
- Processing of application for graduation
- Preparation of List of Candidates for Graduation
- Selection and preparation of list of honor students
- 'Presentation of candidates for graduation
- Preparation and holding of graduation rites

I. Graduation

- Processing of application for graduation
- Preparation of list of candidates for graduation
- Selection and preparation of list of honor students
- Preparation and processing of awardees/grantees
- Presentation of the Candidates for Graduation to the Academics Department
- Preparation of list of candidates for graduation for approval of the president and Vice Presidents of the college

J. Preparation and Issuance of Requested Academic Records

- Accommodation of request for academic records
- Preparation and generation of transcript of records of graduated students
- Preparation and generation of transcript of records, certification, good moral, etc., as requested by students.

OFFICE PROCEDURES AND ITS OPERATION

A. ADMISSIONS

The Registrar's Office includes an Admissions Unit led by a staff member responsible for the admission of new freshmen, transferees, and foreign students. The admission process is coordinated with various Colleges within the Institute.

- a. New student admissions must comply with the Institute's policy.
- b. The Admission In-Charge will collaborate with the Colleges regarding the admission of students, determining the number to be admitted, and deciding on the sections to be opened.
- c. The Admissions In-Charge will furnish the concerned Evaluators with a list of new freshmen, transferees, and foreign students.
- d. The In-Charge of Admissions will meticulously process, scrutinize, and evaluate the entrance credentials and requirements of applicants and new enrollees.
- e. In cases where requirements and credentials are incomplete, the In-Charge of Admissions will notify the concerned students.
- f. The Admission In-Charge is responsible for requesting Form 137 A from new freshmen and the official Transcript of Records from transferees from the relevant institutions, which are then handed over to the Records In-Charge upon receipt.
- g. The Admissions In-Charge will handle the processing of requirements and the admission of foreign students.
- h. The In-Charge of Admissions will oversee the monthly, quarterly, and annual reports submitted to the Bureau of Immigration for foreign students.

A.1 Admission Requirements:

- Form 138 / Transcript of Records
- Certificate Good Moral Character / Honorable Dismissal
- High School Diploma
- PSA Birth Certificate
- Barangay Clearance
- 2 pcs 1x1 Picture
- 2 pcs 2x2 Picture

A.2: Admission Policies per programs:

BACHELOR OF ARTS IN COMMUNICATIONS MAJOR IN NEW MEDIA

ADMISSION CRITERIA	DETAILS
1. Educational Background	<ul style="list-style-type: none">• High school diploma or equivalent (Grade 12)• ALS Graduate not later than 2019 completers
2. Minimum GPA Requirement	<ul style="list-style-type: none">• GPA is 80% and lower• Any SHS Track
3. Entrance Examination	<ul style="list-style-type: none">• Pass the college entrance examination
4. Extra-curricular Involvement	<ul style="list-style-type: none">• Active participation in extra-curricular activities (optional, but favorable)
5. Interview	<ul style="list-style-type: none">• Successful completion of an interview with the BA COMM program head and the dean College of Arts and Sciences.
6. Scholarship Opportunities	<ul style="list-style-type: none">• Information about available scholarships and financial aid options should be provided to applicants.• Eg. Application requirements to apply city scholarship at City Scholarship Office
7. Special Requirements	<ul style="list-style-type: none">• Portfolio of works for students with relevant experience (optional)
8. Admission Eligibility	<ul style="list-style-type: none">• Graduate of High School/ Senior High School recognized by Department of Education (CMO 105 s. 2017)• Must have passed the Admission Examination

BACHELOR IN TECHNOLOGY EDUCATION MAJOR IN INDUSTRIAL ARTS

ADMISSION CRITERIA	DETAILS
1. Educational Background	<ul style="list-style-type: none"> High school diploma or equivalent (Grade 12) ALS Graduate not later than 2019 completers
2. Minimum GPA Requirement	<ul style="list-style-type: none"> GPA is 85% and higher Any SHS Track
3. Entrance Examination	<ul style="list-style-type: none"> Pass the college entrance examination with a minimum score of 80% or its equivalent
4. Extra-curricular Involvement	<ul style="list-style-type: none"> Active participation in extra-curricular activities (optional, but favorable)
5. Interview	<ul style="list-style-type: none"> Successful completion of an interview with the BTLED program head and the dean of the College of Education.
6. Scholarship Opportunities	<ul style="list-style-type: none"> Information about available scholarships and financial aid options should be provided to applicants. Eg. Application requirements to apply city scholarship at City Scholarship Office
7. Special Requirements	<ul style="list-style-type: none"> Submission of relevant certifications or achievements in technical skills (optional, but favorable)
8. Special Requirements	<ul style="list-style-type: none"> Graduate of Senior High School recognized by the Department of Education ((CMO 17, s.2017 Article VI, Section 17) Must have passed the Admission Examination

ADMISSION GUIDELINES FOR BACHELOR IN TECHNICAL – VOCATIONAL TEACHER EDUCATION MAJOR IN ELECTRICAL TECHNOLOGY

ADMISSION CRITERIA	DETAILS
1. Educational Background	<ul style="list-style-type: none"> High school diploma or equivalent (Grade 12)

	<ul style="list-style-type: none"> • ALS Graduate not later than 2019 completers
2. Minimum GWA Requirement	<ul style="list-style-type: none"> • GPA is 85% and higher • Any SHS Track
3. Entrance Examination	<ul style="list-style-type: none"> • Pass the college entrance examination with a minimum score of 85% or its equivalent
4. Extra-curricular Involvement	<ul style="list-style-type: none"> • Active participation in extra-curricular activities (optional, but favorable)
5. Interview	<ul style="list-style-type: none"> • Successful completion of an interview with the BTVTed Program head and the dean of the College of Education
6. Scholarship Opportunities	<ul style="list-style-type: none"> • Information about available scholarships and financial aid options should be provided to applicants. • Eg. Application requirements to apply city scholarship at City Scholarship Office
7. Special Requirements	<ul style="list-style-type: none"> • Submission of relevant certifications or achievements in technical skills (optional, but favorable)
8. Special Requirements	<ul style="list-style-type: none"> • Graduate of Senior High School recognized by the Department of Education ((CMO 17, s.2017 Article VI, Section 17) • Must have passed the Admission Examination

B. EVALUATION OF CREDENTIALS

a. The following are not valid credentials or records for purposes of registration:

- 1) A transfer card (F-138) lacking the student's eligibility for the course, lacking the signatures of the Principal or Registrar, marked as "used for enrollment in another school" or "cancelled," or displaying erasures or alterations will not be accepted.
- 2) A Transcript of Record marked "For Evaluation Only", "For Personal Reference Only", "For Employment Purposes", "Not Valid for Transfer", etc.
- 3) Form 138 or Transcript of Record of applicant from any private school, which has neither government permit to operate, nor recognition.

b. The Registrar is responsible for formally requesting the school in question for an official copy

c. Erasures that are skillfully concealed can be identified by

using a magnifying glass or, in the case of ordinary bond paper, by placing it under a lighted bulb and examining the back. Any document exhibiting such alterations will not be recognized unless it is signed or initialed by the relevant Registrar.

d. The Registrar usually signs a credential or record. If in doubt as to the

signature or the signatories, it should be verified further by sending the liaison officer to the school with an authority to verify its Authenticity and validity.

- e. The Transcript of Records for graduated students entering the Graduate School, pursuing a second degree, undertaking professional Education Units, or taking supplementary subjects, must include details such as the degree obtained, date of graduation (month, date, year), CHED Special Order Number (for private schools), and Registry Order (for accredited private schools).

C. VERIFICATION OF AUTHENTICITY OF DOCUMENTS/TRANSCRIPT OF RECORDS SUBMITTED BY STUDENTS

- a. The Records In-Charge is responsible for authenticating all hand-carried Transcripts of Records for newly admitted students (graduates or transferees) from their previous schools, as coordinated with the Admission In-Charge. This verification process can be accomplished by forwarding a copy of the submitted document to the school concerned for authentication or by dispatching a Registrar personnel/liaison officer to verify the submitted document at the school.
- b. Upon the handover of entrance credentials from the Admissions Unit to the Registration Unit for newly admitted students, the Records In-Charge assumes the responsibility of authenticating submitted documents and overseeing follow-up requests..
- c. The In-charge of records shall verify all the hand-carried of the cross- enrollment grades and supplementary grades.

D. REGISTRATION/ENROLLMENT

- a. The Registrar will distribute the Enrollment Memorandum to all Colleges and Offices to serve as a guide during enrollment.
- b. The Registrar will collaborate with various College Offices to coordinate enrollment procedures.
- c. The enrollment schedule adheres to the dates specified in the Academic Calendar.
- d. The responsibility of enrolling students and submitting required reports and forms to the Registrar lies with the respective Colleges.
- e. Graduating students will receive a Notice of Deficiencies.
- f. old students enrolling must present academic evaluation Form and clearance as credentials.
- g. The proposed subjects for enrollment, need approval from college dean and

program head before proceeding to the College registrar

- h.** Enrollment of academic scholars follows the rules on academic scholarships, while other scholars in the College must adhere to the requirements specified in the contracts.
- i.** Observe rules and procedures on adding/changing/dropping, prerequisites, overloading, substitution, waiver of prerequisites, and cross-enrollment of subjects.
- j.** Practice Teaching should be undertaken without any other subjects to ensure student teachers can fully concentrate and immerse themselves in actual teaching (CMO No. 11, s. 1999).
- k.** Any student request (e.g., overloading, cross-enrollment, waiver of prerequisites, etc.) during enrollment must be official, signed, approved by authorities concerned, with a copy furnished to the Registrar.
- l.** Enrolling transferees in advanced subjects is not allowed unless the prerequisites have been validated.
- m.** Students who haven't submitted their Registration Forms to the Registrar will not be included in the list of officially enrolled students.
- n.** The Registrar will not entertain late submission of Registration Forms by students unless permitted by the Head of Student Affairs after necessary sanction.

D.2 ENROLLMENT PROCESS

- a. Student Pre register for CCAT. The student will receive email and SMS for their schedule.
- b. The student takes CCAT and wait for the exam result.
- c. Student proceeds to the program head for evaluation.
- d. Student proceeds to finance office for tagging. (Scholar or regular student).
- e. If scholar, the student proceeds to Registrar office to complete registration process and received Certificate of Registration.
- f. If regular student, proceeds to cashier for enrollment fee. Then proceeds to registrar's office to complete registration and receive Certificate of Registration.

E. REQUEST FOR CROSS-ENROLLMENT

A student may be allowed to cross-enroll in another school under the following conditions:

- a. The student will complete their studies and graduate at the end of the academic year.
- b. Cross-enrollment is permissible for a subject that is neither a major requirement nor offered within the College.

- c. Cross-enrollment is acceptable for a subject from an old curriculum that is no longer offered within the College.
- d. Cross-enrollees are typically limited to six (6) units, except when these units are the remaining requirements for the student's graduation.
- e. Approval for cross-enrollment requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.
- f. The Registrar will generate the cross-enrollment form, which the student will carry to the chosen school.
- g. The In-Charge of Records should receive a copy of the approved cross-enrollment request.

F. ADDING AND DROPPING OF SUBJECTS

- a. Inform students of the deadlines and procedures for adding and dropping subjects through emails, bulletin boards, and the school's website.
- b. Students must fill out the appropriate "Add/Drop Request Form" available at the Registrar's Office or online.
- c. The form typically requires the approval of the academic advisor to ensure the changes align with the student's academic plan.
- d. Verify that the student meets the prerequisites for the new subjects they wish to add.
- e. Ensure that the desired classes have available seats and are not over-enrolled.
- f. Students submit the completed and signed form to the Registrar's Office within the specified period.
- g. Registrar staff enter the changes into the student information system (SIS) to update the student's schedule and records and confirmation of the changes made to their schedule via email or printed receipt.
- h. Ensure that the student's academic records are accurately updated to reflect the added or dropped subjects.
- i. Inform instructors and relevant departments of the changes in enrollment for their courses.
- j. Track the changes to ensure they are correctly reflected in the student's academic plan and transcripts.
- k. Maintain a copy of the add/drop form and any related correspondence in the student's academic file for future reference.

G. REQUEST FOR OVERLOADING OF UNITS

- a. Only graduating students are permitted to overload their units.
- b. The maximum number of units allowed for a student to enroll with an overload is twenty-eight (28).
- c. Education students undergoing Practice Teaching (12 units) are allowed to overload.
- d. A student who was previously permitted to overload in a specific semester and received a failing mark will not be

- allowed to overload in the following semester.
- e. Approval for overloading requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.
 - f. The In-Charge of Records should receive a copy of the approved overloading request.

H. CREDITING UNITS FOR TRANSFEREES

H.1 Crediting and Validating of Units

Subjects taken previously from another school may be credited subject to the following conditions:

- a. the course description and coverage are the same as what is required in the subject offered in the college, and
 - b. the number of units are the same or greater than what is required
 - c. the grade obtained in that subject the student passed
-
- a. Student submits an application and official transcripts from his previous college.
 - b. Registrar Admission in charge verifies the authenticity of student's transcripts and checks that all documents are included.
 - c. The student proceeds to the program head to review transcripts and matches completed courses with the current curriculum and determines which courses are eligible for credit transfer
 - d. The program head finalizes the credited courses and updates student's academic record.
 - e. The program head discuss his credited units and plan his course schedule.
 - f. If units are not credited, the student can file for an appeal
 - g. The registrar office will re-evaluate the course and upholds the original decision.
 - h. Student informed of the final decision.

I. REQUEST TO TAKE SIMULTANEOUSLY PRE-REQUISITE AND ADVANCED SUBJECT (WAIVER OF PRE-REQUISITE)

A student may be allowed to enroll in the prerequisite and advanced subjects simultaneously under the following conditions.

- a. The student will complete their studies and graduate at the end of the academic year.
- b. The prerequisite is a subject that has been repeated.
- c. If the prerequisite subject is failed, the advanced subject becomes

- invalidated.
- d. Approval for this request requires a recommendation from the Dean, notation by the College Registrar, and final approval from the VP of Academic Affairs.
 - e. The In-Charge of Records should receive a copy of the approved request.

J. REQUEST FOR SUBJECT SUBSTITUTION

- a. The substitute subject must have an equivalent number of units and be related to the required subject.
- b. The subject in question belongs to the old curriculum and is no longer offered in any course within the College.
- c. Approval for this request necessitates a recommendation from the Dean, notation by the College Registrar, and final approval from the VP Academic Affairs.
- d. The In-Charge of Records should receive a copy of the approved request.

K. PREPARATION OF ENROLLMENT LIST AND STATISTICS

- a. The enrollment list preparation commences with the sorting of Registration forms and credentials.
- b. The enrollment list should be derived from submitted Registration Forms, meticulously prepared and sorted by College, Course, Major, Year, Section, and gender.
- c. Names listed on the enrollment roster should be arranged alphabetically.
- d. Enrollment statistics will also be compiled from submitted registration forms, sorted according to college, course, section, year, and gender.
- e. The Data Encoder is tasked with consolidating, preparing, and generating the enrollment list and statistics.
- f. Each Records In-Charge is responsible for verifying the enrollment list of students in the higher years, while the Admissions In-Charge oversees the enrollment of Freshmen students.

L. ACADEMIC PROBATION

The student fails to meet the academic requirements of their program:

- a. The student visits the program to schedule for an interview
- b. The program head develop the initial academic plan
- c. The student will proceed to the College dean's office for final interview
- d. The College dean will finalize the academic plan with the student.
- e. The student will fill up the probationary form
- f. Monitoring and support: The student meets periodically with the program

head to track progress.

- g. At the end of the probation period, the student's academic performance is reviewed by both the program head and the dean:
 - If the student meets the requirements, they are removed from probation.
 - If some improvement is shown, probation may continue with additional support.
 - If no significant improvement is made, the student is advised to shift

M. EVALUATION OF STUDENTS RECORDS

Students' records are evaluated at the end of each period for purposes of determining the scholastic standing, curricular level, and graduation of students.

- a. Each College/Program has an assigned Evaluator or Records In-Charge.
- b. The Evaluator prepares the Worksheet for Consolidated Grades per course, listing all enrollees for a particular program, the subjects they have enrolled in for the semester, and the total number of units. At the end of the semester, student grades are posted on the worksheets, alphabetically arranged.
- c. The Evaluator also compiles the permanent records of students, posting all subjects taken for all semesters with corresponding grades and units.
- d. During the evaluation of student records, special attention is given to subjects requiring prerequisites. Students are not allowed to take advanced subjects until they have satisfactorily passed the required prerequisites. Subjects enrolled without the necessary prerequisites are invalidated and should not be credited, regardless of the grade obtained.
- e. Grades are recorded on the individual evaluation forms by the Evaluators to determine the academic status of students.
- f. Subjects not officially enrolled by students are not credited and included in their permanent records.
- g. Only approved requests for overloading, waiver of prerequisites, substitution of subjects, and cross-enrollment by students are entertained by the Evaluators; otherwise, they are invalidated.
- h. The arrangement of subjects for students follows the order prescribed in the curriculum.
- i. Evaluation of records for applicants from foreign schools is based on the curriculum of the degree course the student is pursuing and the catalog/bulletin of the school last attended.
- j. In evaluating records of transferees, no credits are given to subjects taken from other schools that have not yet been validated and accredited at EARIST. They must have the same description and number of units. In case of doubt, the party is required to submit a complete subject course description from the previous school or a certified true copy of the detailed description of the subject and course content from the previous school.
- k. When the units of credit in a subject are lower than those required in the curriculum,

the student is required to retake the same subject but following the required number of units.

- l. Evaluators are responsible for determining the student's curricular level, academic standing, and qualification as a candidate for graduation.
- m. Evaluation of student records for determining academic scholarship and scholarship delinquency is based on the City College Code.
- n. In computing scholastic delinquency, a grade of "incomplete" is not included. When replaced by a final grade, the latter is included in the grades during the semester when the removal is made.
- o. In computing the General Weighted Average of Candidates for Graduation with Honors, the guidelines in the City College Code are followed.
- p. Care is taken in evaluating records of delinquent students, academic scholars, and candidates for graduation with honors by following what is specified in the City College Code.
- q. Evaluators must familiarize themselves with the curriculum of the course they are in charge of, including subjects, course coding, course description and content, units, prerequisites, co-requisites, effective dates, and corresponding changes that may occur later. They must also stay up-to-date with CHED Memorandum on Standards, Policies of Course, and other CHED policies on Academic matters.
- r. As a procedural matter, all forms (Registration, adding, changing, dropping, clearance, completion, etc.) should be filed in students' records.

N. NAMES OF STUDENTS IN SCHOOL RECORDS

- a. The name entered in the school records must match the name on the birth certificate or admission credentials.
- b. In cases of discrepancies in the name, the student is required to obtain an Amended Birth Certificate from NSO.
- c. For changes or corrections to the name, the student must submit a copy of their birth certificate or a court order for the change of name, along with affidavits from two disinterested persons and the parents/student.
- d. The new or corrected name of the student should be consistently used in all academic records.

O. RECONSTRUCTING A LOST OR MISSING RECORDS

- a. The In-charge of records shall be responsible for reconstructing a lost or missing record.
- b. If the lost or missing record is from the Registrar, reconstructions maybe done by referring to the enrolment list, worksheet of consolidated grades or from the faculty grading sheets.
- c. If the lost or missing record is from another school, a duplicate copy shall be requested from the former school.

P. ENTRY AND SUBMISSION OF GRADES

- a. Each faculty member is required to submit their grade reports within the prescribed period in the Academic Calendar.
- b. Faculty members who fail to meet the deadline for grade sheet submission are to be reported by the College Registrar to the appropriate authorities of the Institute. Delinquencies will be recorded in the personnel records of the faculty members with corresponding sanctions.
- c. The grade sheets should include an alphabetical listing of the names of students.
- d. Faculty members are responsible for accurately entering the names of students and their ratings in the grade sheets.
- e. For subjects with students from different colleges/courses, students should be grouped according to their colleges/courses in the grade sheets submitted to the Registrar.
- f. In cases of incomplete grades for students, the concerned faculty member should make the necessary entries for the completion of grades in their grade sheets within the specified period.

Q. CHANGE OR CORRECTION OF RATINGS

- a. Changes or corrections to grades in the faculty's grading sheet must be made within the allowable period of one month after the grades have been submitted to the Registrar's office.
- b. Only the faculty member responsible for the grades is authorized to make necessary changes or corrections to the ratings.
- c. An authorization from the Dean of the College to which the faculty member belongs must accompany the grade sheets submitted to the Registrar's office for any necessary changes or corrections of ratings.
- d. For students with Incomplete Grades.
 - Students must request an INC grade from the instructor before the final course deadline. The instructor has the discretion to grant or deny the request based on the student's documented circumstances and academic standing in the course. If an INC is granted, the student and instructor will establish a written agreement outlining the specific requirements and deadline for completing the remaining coursework.

Failure to meet the agreed-upon deadline will result in the INC converting to an F grade

- an incomplete grade must be completed within one (1) academic year from the date the grade of INC has been received; otherwise, the grade becomes an automatic failure.
- Completed grades must be duly signed by the Subject instructor, recommending approval by the College Dean, noted VP for Academic Affairs and to be submitted to the University Registrar within two (2) days from completion.

R. ALLOWABLE ABSENCES PER SEMESTER

a. Allowable Absences:

- Students may have up to 15% of the total class meetings as excused or unexcused absences.

d. Exceeding Allowable Absences:

- If a student exceeds the allowable number of absences, they will receive an AF grade for the course.
- Exceptions may be granted for documented medical or personal emergencies, subject to review and approval by the academic advisor or department chair.

e. Notification and Appeals:

- Students approaching the allowable absence limit will receive a warning notification.
- Students who receive an AF grade may appeal the decision by submitting a written request to the academic advisor or department chair within 7 days of the grade issuance.

d. Procedures on Leave of Absence

Leave of Absence (LOA) maybe granted upon the discretion of the concerned college, to any student who is unable to continue attending classes beyond the period of official dropping under the following circumstances:

- a student is sick and unable to continue attending classes supported by a medical certificate
- a student is being drafted for military training

- a student is unable to continue going to school due to maternity, parenting or family health reasons

In such cases, no tuition fees will be charged for the duration of the authorized leave and courses not completed during the time of filing shall be considered “withdrawn” with approval” and therefore, will not obtain credit.

A student who is unable to continue going to school due to personal objectives could also be granted a leave of absence for purposes of readmission to the program.

Students requesting for a leave of absence should be in good standing (neither on probation nor subject to dismissal); no pending case of misconduct or misdemeanor as defined by the student discipline policy; no outstanding balance; and they do not exceed the maximum residency rule prescribed by the program.

An approved LOA is only valid for one (1) academic term. In cases where extension is sought, an approved petition is required subject to the concurrence and approval of the Dean and the Director for Instruction. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one (1) academic year.

a. Procedure for Filing a Petition for Leave of Absence:

A student who wishes to apply for a Leave of Absence should undertake the following steps:

- Meet with his/her adviser to discuss his intention to apply for a Leave of Absence; or, if needed, he may be referred to the guidance office for appropriate counseling
- Obtain from the Office of the Registrar and accomplish Leave of Absence Application Form and Petition for Withdrawal/Cancellation Form.
- obtain clearance from the Cashier’s Office, Library, Director for Student Affairs and Services and other indicated offices indicated in the clearance form
- Seek the approval of the following in sequence: Program Head; Dean of the College; and VP for Academic Affairs.

Submit approved application for LOA form along with the accomplished clearance to the Registrar’s Office for recording and filing

S. REQUEST DELAYED EXAM

- a. Complete the Student Information and Reason for Delay Request sections.
- b. Attach supporting documentation.
- c. The student Sign and date the form.
- d. The student submits the form to their instructor for review and approval.
- e. If approved, submit to the registrar’s office for final approval
- f. Await notification of the decision and new exam schedule.

T. REQUEST FOR SIT-IN AND TUTORIAL CLASSES

- The College does not allow sit-in and tutorial classes.

U. GRADUATION REQUIREMENTS

a. Completion of Credit Units. Verify the total credit units required for the degree program, as follows:

- Ensure all credit units are completed by the end of the final semester.
- Maintain Minimum GPA
- Confirm the minimum cumulative GPA required (usually 2.0 or higher).
- Track GPA each semester to ensure meeting the requirement.
- Fulfill General Education Requirements
- Complete all general education or core courses specified by the program.
- Complete Major Requirements
- Finish all courses required for the major with passing grades.
- Meet Residency Requirement
- Earn the specified number of credit units at the institution awarding the degree.

b. Capstone/Thesis Completion. Complete any required capstone projects, theses, or comprehensive exams. Submit the project or thesis by the deadline.

c. Application for Graduation. Submit application for graduation to the registrar's office by the specified deadline. Fill out and submit any necessary forms and documentation.


d. Financial Clearance. Ensure all tuition fees and other financial obligations are fully paid. Obtain financial clearance from the institution's finance office.

e. Pass Exit Assessments. Complete any required exit exams or assessments for the program. Submit results to the registrar's office if applicable.

f. Fulfill Internship/Practicum Requirements. Complete any required internships, practicums, or community service hours. Submit documentation of completed hours to the department.

V. Policies and Procedures on Withdrawal of Registration

Students must initiate the withdrawal process through the registrar's office by the official withdrawal deadline. Instructors cannot initiate a W grade. The specific withdrawal notation on the transcript will be determined by the date the withdrawal form is submitted (e.g., "W" before a certain date, "WP" after a certain date, indicating passing work completed).



A student who withdraws their registration within 14 days of the start of classes is entitled to retrieve the credentials submitted for enrollment.

a. Withdrawal Procedure

Within 14 days of the start of classes

- Request Withdrawal from to Registrar office
- Proceed to Program Head and College dean for Approval
- Submit approved form to registrar for recording
- Returned credentials submitted for enrollment.

Beyond 14 days

- Request Withdrawal from to Registrar office
- Proceed to Program Head and College dean for Approval
- Submit approved form to registrar for recording
- The Registrar's Office prepares and releases transfer credentials(TOR, Honorable Dismissal, Good Moral) within 14 working days from the date of receipt of the approved withdrawal request.

VIII. RECORDS MANAGEMENT

AUTHENTICATION OF RECORDS/DOCUMENTS

- a. Students have the option to have their records/documents authenticated by this office.
- b. The In-Charge of Requests will verify the authenticity of the record/document to be authenticated.
- c. The remark "CERTIFIED TRUE COPY OF THE ORIGINAL" will be indicated

- on the machine copy, initialed by the In-Charge of Requests, and signed by the Registrar.
- d. Students are obligated to pay the applicable fees for the authentication of records.
 - e. A Certificate of Authentication can also be requested, issued alongside machine copies of documents bearing the university seal and the signature of the Registrar.

FALSIFICATION OF CREDENTIAL, DOCUMENT OR RECORD

Falsification occurs when there is a modification, erasure, forgery of signatures of designated personnel, or any other alteration made to credentials, documents, or records. This constitutes a criminal act punishable under the Revised Penal Code.

- a. Requests from the Civil Service Commission and agencies necessitating verification of documents submitted by students shall be promptly addressed.
- b. Any student discovered falsifying academic records will be reported to the Office of Student Affairs for disciplinary sanctions.

PRODUCTION OF CERTIFICATIONS

- A. The In-Charge of Requests is responsible for preparing only the certifications requested by the students.
- B. A standardized form of certification for each type of request shall be utilized.
- C. Uniform heading, format, style, and paper size for each kind of request shall be adhered to.
- D. All certifications must include, as one of its features, a "verified correct" section to be signed by the concerned In-Charge of Registrar/Evaluator.
- E. The certification must also include, as one of its features, verification by the Records In-Charge.
- F. The Registrar will only sign certifications that are in order.
- G. Certifications not generated by this office will not be accepted for signing and affixing the school seal.

PRODUCTION OF TRANSCRIPT OF RECORDS

- a. The In-Charge of Requests is tasked with preparing only the requested transcripts of records by students.
- b. The official paper for the transcript of records, following a uniform format and style, shall be used.
- c. The transcript of records must include a control number and date of release.

- d. The official transcript of records should accurately reflect the correct and complete name, middle name, and family name of the student.
- e. The name on the transcript of records must match the name on the submitted birth certificate, with special attention to spacing, hyphenation, and the use of symbols.
- f. The printed name must remain consistent across all pages of the transcript of records.
- g. The transcript of records must include details such as the course, degree taken, date admitted, date of birth, and the name of the previous school attended.
- h. For transfer students, the entrance data in the transcript of records should indicate the name of the former school.
- i. For students in the Graduate Program, the entrance data should specify the degree obtained, the name of the school, and Special Order (SO) Number or Registry Number (for private schools).
- j. The course, subject, descriptive title, number of units, and grades must be fully entered and clearly printed on the transcript of records.
- k. Failure and incomplete grades, even if already repeated and passed or removed, should be indicated. Dropped subjects must also be noted.
- l. The transcript of records must not contain any alterations, erasures, or typographical errors. In the event of an erasure, it should be signed by the Registrar.
- m. Remarks for graduated students must include the degree obtained, the date of graduation (month, day, and year), and any honors received.
- n. The transcript of records should bear the signature of the preparer, verifier, and the Registrar.
- o. The transcript of records must be impressed with the school seal.
- p. A documentary stamp is affixed and duly cancelled.
- q. Transcripts of records not produced by this office will not be considered for signing.

REQUEST FOR ACADEMIC RECORDS

- a. The In-Charge of Requests should promptly address requests from schools for Form 137 A, transcript of records, or similar records based on the certificate of transfer, as a matter of courtesy.
- b. The concerned student should personally request their academic records. In cases where they cannot do so personally, they may authorize a proxy to request on their behalf.
- c. Requests made by the Registrar personally for a second copy, to replace a lost or damaged copy, should be accommodated.
- d. Requests for another copy of a record that was previously forwarded, upon written request, to another school in the Philippines cannot be fulfilled. The concerned party should be directed to the school to which the records were sent.

RELEASE OF RECORDS

- a. Academic records are directly sent to the requesting school and cannot be entrusted to the former student unless authorized to hand-carry the record. It must be placed in a sealed envelope addressed to the concerned Registrar, with the flap bearing the signature of the Registrar.
- b. The record should be an exact copy of the student's record, with correct descriptions of courses indicated. Erasures in records must always bear the signature or initials of the Registrar.
- c. In cases where a subject with corresponding grades and units was inadvertently omitted, a certification in supplement to the already issued transcript of records is made and sent to the concerned school.
- d. In cases where a subject, unit, or grade has a wrong entry or typographical error, a certification of correction is made and sent to the concerned school.
- e. The released records shall bear the names and written signatures of the Registrar, the In-Charge of Records, and the one who prepared the record.
- f. More than one copy of the transcript of records may be issued to requesting students as long as no copy previously issued was used for enrollment in another school in the Philippines.
- g. Records released should always indicate the purpose for which the record will be used (e.g., "For Employment Purposes," "For Records Purposes," etc.). However, the following purposes are not allowed as requested by the student: "For Enrollment Purposes," "For Miscellaneous Purposes," "For Transfer Purposes," and "For General Purposes."
- h. The In-Charge of Requests shall attend to requests and release the records promptly by having the requestor fill up the application for the request of the record. Release of records upon payment of the required fee is done by following the schedule: 3 days for certifications and 2 weeks for transcripts.
- i. For a faster release of records, the fast lane for certifications and transcripts may be used, but at a higher fee.
- j. All records to be released must be recorded in the record book of the university Registrar. The Record Book contains the following: control number, name of personnel who prepared the document.

ISSUANCE OF FORM TRANSCRIPT OF RECORDS, AND CERTIFICATIONS

- a. Those in charge of requests are responsible for the preparation and issuance of transcripts of records and certifications.
- b. The certification or record issued should always indicate the purpose for which it would be issued. A Transcript of Record is issued only once to the requesting school for purposes of admission.
- c. Transcripts of Records/Certifications for purposes such as employment, records, evaluation, scholarship, promotion, or examination can be issued to requesting students. However, transcripts for enrollment, transfer, general, or

- miscellaneous purposes should not be used for remarks.
- d. For graduates applying for a transcript of record (First Copy), a clearance is required. No graduated student shall be issued a Transcript of Records unless they have been cleared of all accountabilities.
 - e. Precautions to be observed:
Under no circumstances shall the transcript of record be given to students or parents unless there is written permission from the school concerned. The Registrar is responsible for sending said records to the requesting school.
 - f. The student is required to pay the required fee for the Transcript of Record and certification. An official receipt of payment must be shown to the College Registrar for record purposes before signing.

ISSUANCE OF TRANSFER CREDENTIAL

- a. A Transfer Credential is issued to a student who intends to transfer to another school and is only issued once.
- b. A student who did not use their Transfer Credential to transfer to another school and wishes to return is obliged to surrender the Transfer Credential that was issued to them.
- c. Before a Transfer Credential is issued, the student must submit a completed clearance form and pay the necessary amount.
- d. The Registrar personnel in charge of issuing the Transfer Credential must ensure that the Transcript of Record is on file, and all subjects and grades are accounted for.
- e. The Transfer Credential issued to a student shall always include a copy of grades.
- f. The student is required to pay the necessary fee for the Transfer Credential.

ISSUANCE OF DIPLOMA

- a. The diploma of a graduate student is issued only once during their attendance at the Commencement Exercises.
- b. Signatories on the diploma include the President, Dean of the College, and the Registrar.
- c. The student is required to submit a completed clearance form before a diploma is issued. No graduated student shall be issued a diploma unless they have been cleared of all accountabilities.
- d. For diplomas, the usual documentary stamps should be affixed and duly cancelled.
- e. For the loss of diplomas, a second copy is no longer issued; instead, a certificate to that effect, certifying that the student had graduated and had already received their diploma, is given.
- f. A machine copy of the diploma may be issued, but the party concerned should execute an affidavit before a notary public, stating the

circumstances of loss or destruction. However, the words "machine copy or duplicate copy" should be indicated on the upper right-hand portion of the document and signed by the Registrar.

ISSUANCE OF A CERTIFICATION, RECORD AND DIPLOMA TO PROXY

The proxy must provide a written authorization from the owner of the academic record, confirming that they have been duly authorized to obtain the respective certification, record, or diploma.

RIGHTS OF STAKEHOLDERS

Rights of Parents

Sec. 8, Chapter 2, paragraph 2 of the Education Act of 1982 gives parents who have children enrolled in a school "the right to access to any official record directly relating to the children who are under the parental responsibility".

Rights of Students

Sec. 9. Chapter 2 of Education Act 1982 provides in addition to other rights, and subject to limitations prescribed by law and regulations, the student and the pupils in all school shall enjoy "the right to access to his own school records, the confidentiality of which the school shall maintain and preserve" and "the right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request."

DOCUMENT PROCESSING TIMELINE

- Request of Transcript - 20 to 25 Working days
- Enrollment Verification - 3 to 5 Working days
- Certificates - 10-15 Working days



- Diplomas - 25 to 30 Working Days
- Official Letters - 5 to 7 Working days
 - Request Letter
 - Letter of Good Standing
 - Petition Approval/Denial Letter


Processing times for requests may be longer due to high volume, busy schedules, or the availability of required signatories. We appreciate your patience and understanding.

IX. GRADING SYSTEM

Rationale

The outcomes-based education (OBE) approach places students at the center of the educational process and emphasizes their acquisition of knowledge, skills, and attitudes





that prepare them for real-world challenges. The proposed grading system for City College of Cagayan de Oro aligns with this approach, ensuring that assessments directly measure students' progress towards achieving predetermined educational goals. It promotes active learning, transparency, and a fair and comprehensive evaluation of students' academic performance, ultimately contributing to their holistic development.

This grading system provides clarity to students on what they're expected to learn, timely feedback, and a transparent evaluation process that fosters accountability. It empowers them to take ownership of their learning journey, identify their strengths and weaknesses, and take appropriate actions to improve their academic performance. The system aligns with the vision of City College of Cagayan de Oro to provide quality education that prepares students for the challenges of the 21st century. It promotes a student-centric approach that prioritizes learning outcomes and prepares students for success in their future careers by developing critical thinking, problem-solving, and communication skills.

Components and Weighting

- **Class Standing (70% of Prelim/Midterm/Final Class Standing):**
 - This category emphasizes consistent performance throughout the semester.
 - It breaks down into various activities:
 - **Mastery Test (20%):** Evaluates knowledge retention and application of key skills.
 - **Written Works (20%):** Measures critical thinking, information literacy, and ability to analyze problems. It provides opportunities to practice writing skills, analyze information, and demonstrate understanding.
 - **Product/Performance (30%):** Assesses practical application of knowledge and skills through projects or presentations.
 - **Term Examination (30%):** Evaluates comprehensive understanding of course material through a more substantial exam.
 - The weighting within Class Standing reflects the relative importance of each activity in achieving learning outcomes.

- **Exams (30% of Prelim/Midterm/Final):**

- Standardized exams assess overall knowledge acquisition and comprehension.
- The weighting increases across semesters (Prelim < Midterm < Final) reflecting the expectation of deeper understanding as the course progresses.

Cumulative Grading:

- Prelim, Midterm, and Final Grades:
 - The course is divided into stages with weighted grades reflecting progress at each point.
 - The Midterm Grade considers both the Prelim performance and a new evaluation through the Tentative Midterm Grade.
 - The Final Grade similarly builds upon the Midterm and culminates in the Tentative Final Grade.
 - This cumulative approach ensures a comprehensive picture of student learning throughout the semester.

Grading Standard: Cumulative Grading System

Prelim Grade = (70% Class Standing) + (30% Prelim Examination)

Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Midterm Grade = 1/3 Prelim Grade + 2/3 Tentative Midterm Grade (TMG)

Tentative Midterm Grade (TMG) = (70% Class Standing) + 30% Midterm Exam

Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Final Grade = 1/3 Tentative Midterm Grade (TMG) + 2/3 Tentative Final Grade (TFG)

Tentative Final Grade (TFG) = (70% Class Standing) + 30% Final Exam

Class Standing = (20% Mastery Test + 20% Written Works + 30% Product/Performance + 30% Term Examination)

Point System. The following shall be each grade's corresponding percentage equivalent and descriptive rating:

Grade Point Equivalence	% Equivalent	Description
1.0	98-100%	Excellent
1.25	95-97%	Outstanding
1.50	92-94%	Very Highly Satisfactory
1.75	89-91%	Highly Satisfactory
2.00	85-88%	Satisfactory
2.25	82-84%	Moderately Satisfactory
2.50	79-81%	Less Satisfactory
2.75	77-78%	Better than passing
3.00	75-76%	Passing
5.00	74% and below	Failure
W		Withdrawn
NC		No Credit
INC		Incomplete
D		Dropped


W (Withdrawn): W grade is assigned when a student officially withdraws from a course after the add/drop deadline but before the official withdrawal deadline as defined in the academic calendar. This grade does not affect a student's GPA but will appear on the transcript.

NC (No Credit): An NC grade is assigned for administrative reasons, such as non-payment of tuition or failure to meet attendance requirements. This grade does not affect a student's GPA but will appear on the transcript and may have negative academic consequences

INC (Incomplete): An INC grade is assigned when a student is unable to complete all coursework due to documented circumstances beyond their control, such as a serious illness or documented family emergency. The student must have completed a significant portion of the course (as defined by the instructor) and be in good academic standing prior to requesting an INC.

D (Dropped): A D (Dropped) grade is assigned to students who exceed the allowed number of absences or fail to meet the attendance requirements set by the institution. The purpose of this grade is to enforce academic standards and promote student involvement by serving as a consequence for attendance-related issues.

Latin Honors Policy. The eligibility criteria are reflected below.



All colleges through the Dean shall determine and evaluate the academic performance of their honor students and shall present and defend the official list to the Committee on Honors and Awards (COHA) composed of the Vice President for Academic Affairs, as Chairman, and the Director for Curriculum and Instruction, Director of Student Affairs and Services, and College Registrar, as members.

Undergraduate students will graduate with honors if their weighted averages, calculated to the second decimal place, fall within the following range:

- Summa Cum Laude : 1.00 – 1.25
- Magna Cum Laude: 1.26– 1.50
- Cum Laude: 1.51 – 1.75
- Honorable Mention: 1.76 – 2.00

Special Academic Excellence Award- Given to an honor students but failed to meet the conditions stipulated in 6.2-6.9

Specific conditions that graduation honors must comply:

SUMMA CUM LAUDE

- a) The student must have no grade below 1.5 in any subject.
- b) The student must have removed the INC within the prescribed period following the last regular final examinations by taking and passing a special examination after which the students receive a final grade for overall performance.

However, it must be understood that the INC is given only to students who failed to take the final examination except for those enrolled in pure research subject which considers research output as part of the final exam.

- c) The student must have taken the required number of credits each semester.
- d) The student must have enrolled in the necessary number of units each semester as prescribed by its curriculum.
- e) The student must have no dropped subjects.
- f) The student must not have a record of guilt or disciplinary actions as certified by the Committee on Student Discipline.

g) The student must possess high moral standards. Disqualification from honors or awards can occur based on a legitimate grievance raised by any member of the Academic Community.

MAGNA CUM LAUDE

- a) The student must have no grade below 1.75 in any subject.
- b) Met requirements b, c, d, e, f, and g.

CUM LAUDE

- a) The student must have no grade below 2.0 in any subject.
- b) Met requirements b, c, d, e, f, and g.

HONORABLE MENTION

- a. The student must have no grade below 2.25 in any subject.
- B. Met requirements b, c, d, e, f, and g.

Transfer students seeking honors must have completed at least seventy-five percent (75%) of the total units required for graduation at the institution and must have resided on campus for at least three years before graduation.

Transfer students who received a failing grade in a course required for their curriculum at the school will not be eligible for honors unless they enroll in all the required courses, even if they have previously taken them at another institution.


The calculation of the grade for honors consideration must account for all credits earned in the final weighted average of graduating students. Only regular students are eligible for awards. Regular students are those who have not missed any classes or exhibited erratic behavior during the course of their study.

When a lower course load was necessary due to legitimate reasons, the justification must be confirmed by the relevant authority when the underload occurred. This ensures that graduating students may still be eligible for honors.

Class Valedictorian

The Class Valedictorian represents the graduating class and embodies the ideals and aspirations of City College of Cagayan de Oro. He/ She is chosen from among the outstanding student awardees (preferably with Latin honors such as Summa Cum Laude, Magna Cum Laude, Cum Laude) of the different colleges, following criteria set by the Committee on Honors and Awards (COHA).

- a. The guidelines and criteria for selecting the Class Valedictorian at City College of Cagayan de Oro are outlined below:
- b. Academic Excellence: The class valedictorian should demonstrate outstanding academic achievement.
- c. Character and Leadership: The class valedictorian should embody qualities of integrity, leadership, and character as evidenced by his/her college experience and track record. The following criteria must be considered:
 - Positive Influence: Contributions to the college community through mentorship, collaboration, or advocacy.
 - Community Involvement: Participation in student organizations, volunteer work, or community service.
 - Leadership Roles: Holding leadership positions within campus clubs, committees, or student government.
 - Communication Skills: The class valedictorian should manifest strong public speaking and communication skills, articulate ideas clearly and engage the audience, and be capable of developing a speech that is inspirational, reflective, and relevant.
 - Inclusivity and Impact: The class valedictorian must have positively impacted their peers and the college community through his inclusive attitude and contributions that benefited others.
 - Faculty and Peer Recommendations: Faculty and peers may be involved in the selection process and may submit recommendations highlighting the student's academic prowess, character, and contributions.

- 
- The Class Valedictorian shall speak on behalf of the graduates during the Commencement Exercises. The choice of the Class Valedictorian is a prerogative of the Committee on Honors and Awards (COHA) and no student, faculty or Administrator can demand or claim it as a matter of right.

Dean's List

In line with the vision and mission of City College of Cagayan de Oro, the semestral convocation is held to honor students who perform exceptionally well. To qualify for the Dean's Honor List, students must meet the following criteria:

- **GPA Requirement.** The students must have a GPA of 1.75 or higher, with no grade below 2.00.
- **Course Load.** The student must be enrolled in at least 18 units for the semester.
- **Attendance.** The student must not have dropped any courses after registration or missed too many classes.
- **Conduct.** The student must demonstrate good behavior. Issues like drug use, misbehavior, or poor health due to alcoholism or bad habits can disqualify a student.

These guidelines ensure that students on the Dean's Honor List reflect the high standards of City College of Cagayan de Or

ADMISSIONS

Admission

The City College of Cagayan de Oro's Admission Office, guided by CHED Memorandum Order (CMO) No. 9, series of 2013 and CMO No. 8, series of 2021, and the College's mission, vision, goals, and objectives, ensures an inclusive, transparent, and equitable admission process. The office reviews applications, conducts interviews, and assesses standardized test scores while upholding the College's commitment to efficiency, inclusivity, and accessibility.

Pursuant to its mandate, the Admission Office also works hand-in-hand with the Academic cluster in providing and disseminating information and materials about programs, scholarships, and financial aid opportunities that all qualified students can take advantage of to ensure continuity of learning.

Lastly, it conducts information and orientation sessions for prospective students, providing them with a comprehensive understanding of the College's offerings, future careers, and steadfast commitment to providing excellent education.

List of Services offered

Online Pre-registration

<https://www.citycollegecdo.edu.ph/> or at

<https://tinyurl.com/citycollegeofcdoadmissiontest>

Admission Orientation

Administration of City College Admission Test (CCAT)

Facilitate Admission and Enrollment Process



ADMISSION & TESTING OPEN FOR ALL STUDENTS

CITY COLLEGE ADMISSION TEST (CCAT)

A placement test to gain a comprehensive understanding of an individual's abilities and interest.

PSYCHOLOGICAL TESTING

To understand individual's abilities, interests, aptitudes, preferences and characteristics

INDIVIDUAL INVENTORY

To assist students through routine interview, psychological test results and interest inventories results



0917-777-2946



www.reallygreatsite.com

Contact details

Faith Quinal-Colarte, RGC

Director, Student Welfare Services

Head, Admission Office

Head, Guidance, Counseling and Assessment Services

+63 917-777-2946

citycollegguidancecaservices@gmail.com

facebook page

<https://www.facebook.com/@orocitycollegeofficial>



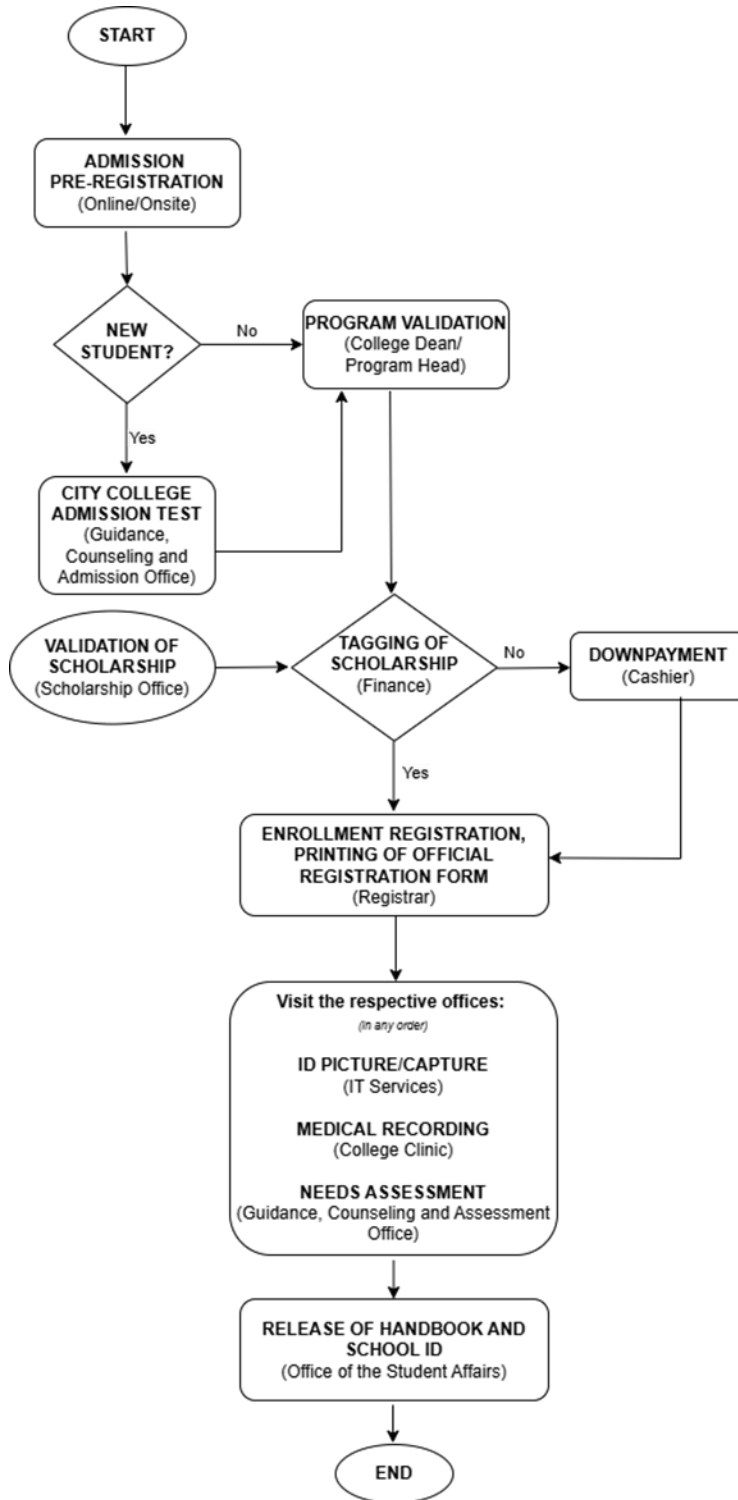
AIM HIGHER
with City College of CDO!

bit.ly/citycollegeadmissiontest



Admission Procedure

1. Pre-registration for New and Continuing students.
- Pre-registration at <https://www.citycollegedo.edu.ph/> or at <https://bit.ly/citycollegeadmissiontest> for CCAT schedule of examination.
2. Announcement of result through email, SMS, and public announcement through <https://www.facebook.com/orocitycollegeofficial>.
3. Release of CCAT results at the Guidance, Counseling and Assessment Office.
4. Evaluation and validation of program head on the courses/program offering and class schedule assignment.
5. Tagging of scholarship and verification of financial obligation at the Finance Office.
6. Encoding of personal data through self-enrollment at the enrollment area.
7. Submit Report Card, PSA copy of Birth Certificate, Good Moral Character, 2x2 ID Picture and TOR/HD for transferee before printing of Certificate of Registration at the Registrar's Office.
8. ID picture-taking at the TIDMAC office, Medical Screening and recording at the School Clinic and Student Needs Assessment at the Guidance Office
9. Claim of the student handbook and student ID at the Student Affairs Office.
10. Student is officially enrolled.



Important Dates

SCHEDULE OF ENROLLMENT



Admission Pre-
registration



Admission
Examination
(9:00 AM & 1:00 PM)



Announcement of
Results



Enrollment Period



City College Admission Test

CITY COLLEGE ADMISSION TEST (CCAT)



A comprehensive career placement program for educational screening designed to help students identify their strengths, interests and potentials in English, Mathematics and Science.

CCAT-SUBJECT	Total Items	Time Limit
English	25	30 minutes
Math	25	30 minutes
Science	25	30 minutes
Total	75	90 minutes





CITY COLLEGE
OF CAGAYAN DE ORO
AIM HIGHER

CITY COLLEGE ADMISSION TEST (CCAT) IS EXTENDED!

ENROLLMENT PROCEDURE



STEP 1

Fill out the online admission pre-registration form at bit.ly/citycollegeadmissiontest or visit the Guidance and Admissions Office at the Agusan Annex Campus to fill out a physical copy of the form.



STEP 2

Take the **City College Admission Test (CCAT)** on the scheduled date and time indicated in your email.



STEP 3

Wait for the CCAT results to be sent via **SMS and email**.



STEP 4

Once you receive your **Notice of CCAT Result**, begin the enrollment process from **July 8, 2024 to August 3, 2024**.

PLEASE BRING THE FOLLOWING DOCUMENTS UPON ENROLLMENT:

1. Notice of CCAT Result
2. High School Diploma (SHS Graduate)
3. Certificate of Good Moral Character
4. PSA Birth Certificate
5. 1x1 ID Picture (2pcs)
6. 2x2 ID Picture (2pcs)
7. Certificate of Residency or Indigency



Classes officially start on **August 05, 2024**

AIM HIGHER
with City College of CDO!



@orocitycollegeofficial




www.citycollegecdo.edu.ph




0917 774 2177




Sample Form (<https://bit.ly/citycollegeadmissiontest>)



CITY COLLEGE OF CAGAYAN DE ORO





CITY COLLEGE ADMISSION TEST (CCAT)


Welcome Home!

The **City College of Cagayan de Oro** is now accepting applications for the placement examination for the school year 2024-2025. This is your chance to start your academic journey with us! We offer a range of programs designed to promote academic excellence and personal growth.

Don't miss out on this opportunity—apply now and be a part of something amazing at City College of Cagayan de Oro!

Note: All collected personal data from this form are treated with utmost confidentiality in compliance with the Data Privacy Act of 2012.

To apply, please fill out the form:

citycollegeguidancecaservices@gmail.com [Switch account](#) 

* Indicates required question

Email *

Your email

Full Name: (Surname, First Name, Middle Initial) *

Your answer



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.

4.1.5 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

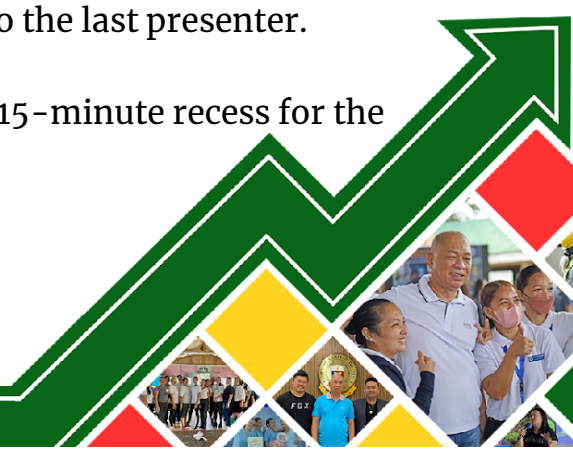
The screening and selection of candidates/applicants shall observe the following process:

- 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.

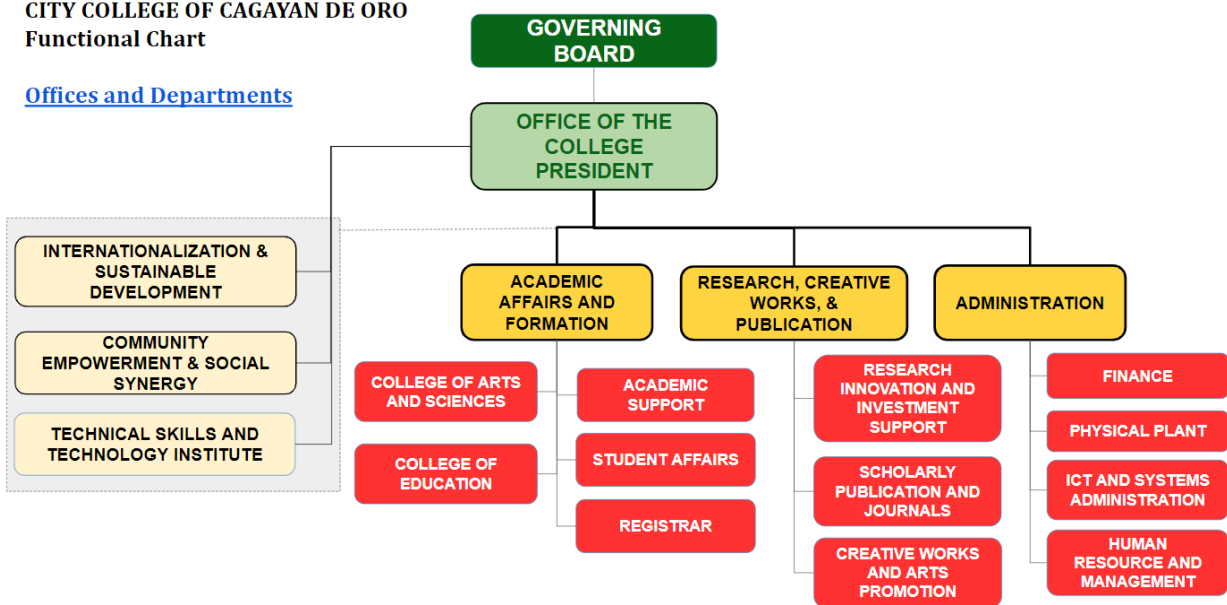


4.2.1.2. Community Empowerment and Social Synergy: The Community Empowerment and Social Synergy Office at a City College is dedicated to strengthening the college's connection with the local community and promoting social cohesion. The role oversees volunteer programs, develops social impact initiatives 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.

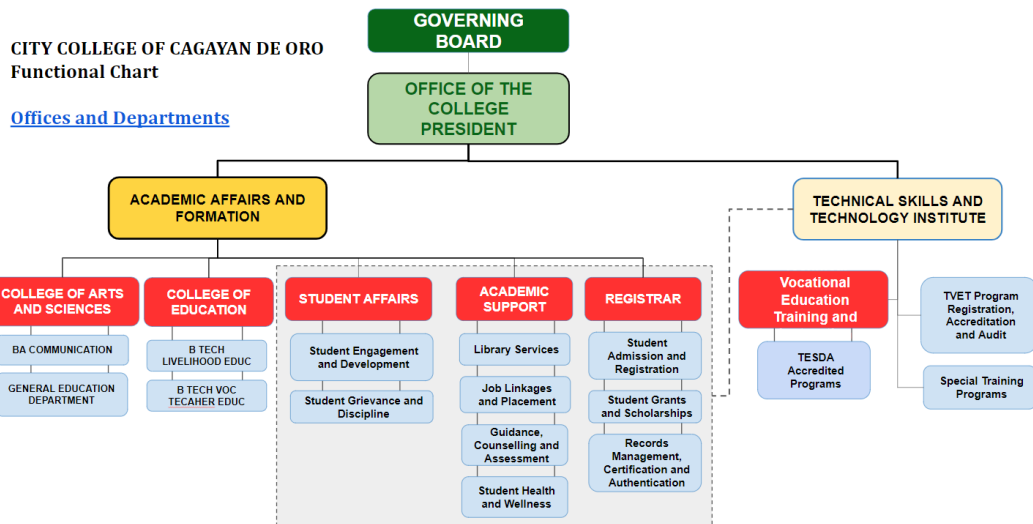


4.2.2 Office of the Vice President for Academic Affairs and Formation

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.

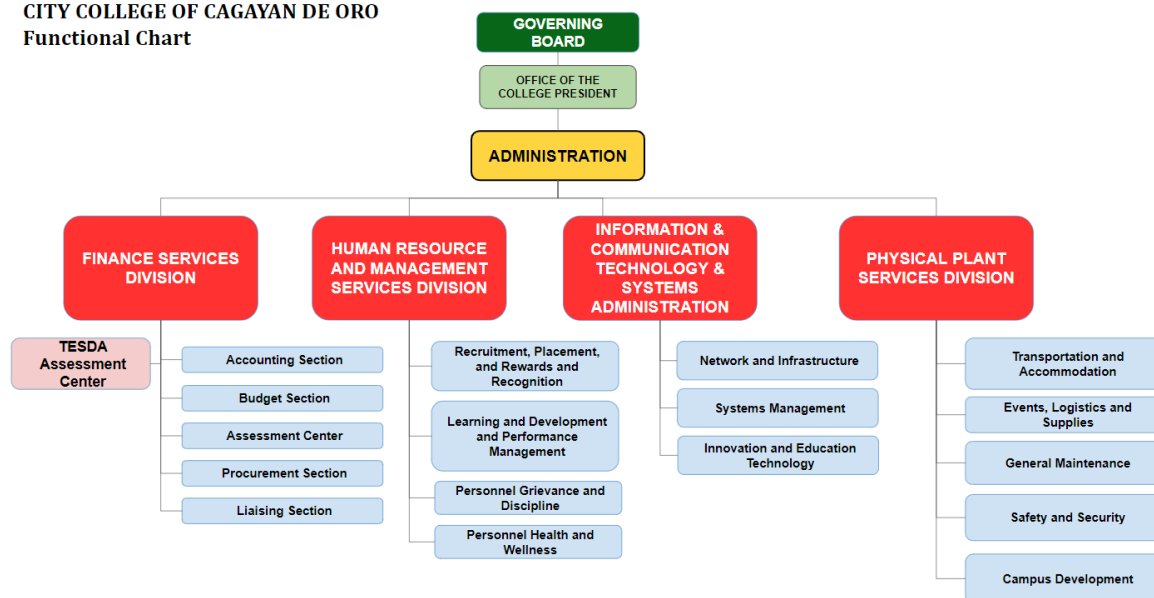
4.2.3.2 Human Resource and Management Services: Responsible for the recruitment, development, and management of college staff and faculty. This division oversees HR functions, such as personnel management, training, and employee relations.

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

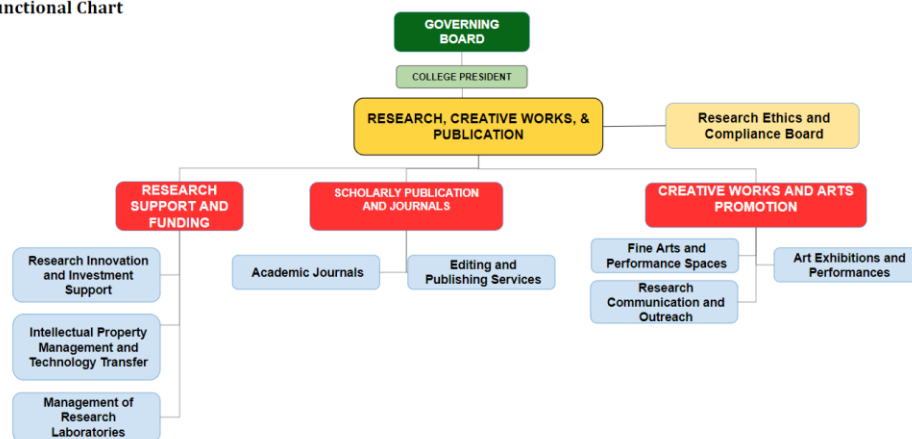
4.2.4.3 Scholarly Publications and Journals:

- 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

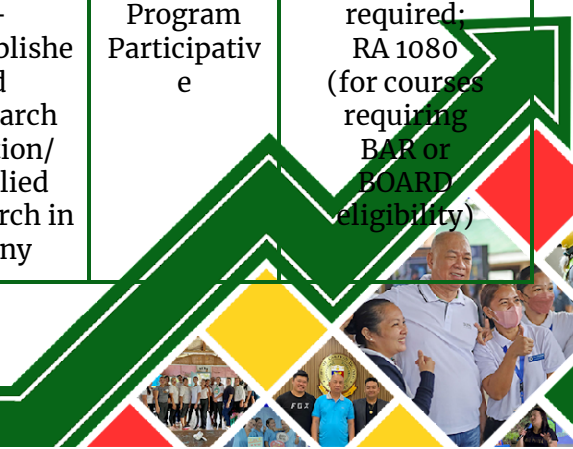
These are the positions or ranks in the faculty such as the following:

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.



5.8.4 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.





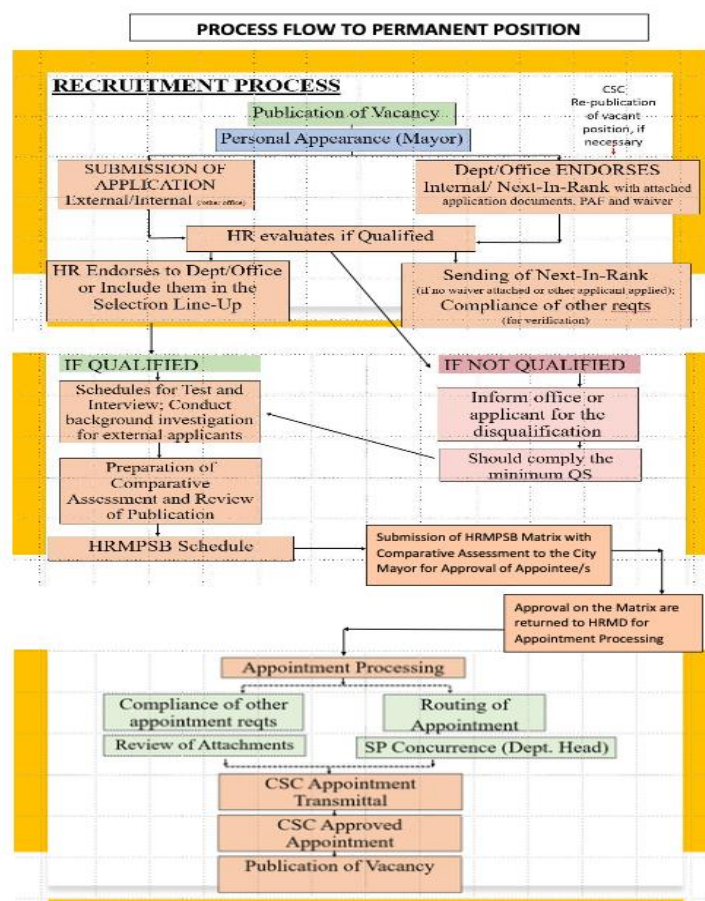
16. The City College shall develop its own Program on Awards and Incentives for Service Excellence (PRAISE) incorporating the types of incentive that may be given.

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 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				
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 clear.

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.





CITY COLLEGE OF CAGAYAN DE ORO

AIM HIGHER



cagayan
deOro
city of golden friendship

CdeO
RIS
MAYOR ROLANDO KLAREX UY GOVERNANCE PLATFORM



E mail Address	Street No and Street address	Barangay	Municipality City	District	Province	Sex	Date of Birth	Age	Civil Status	Highest Grade Completed
julivempal730@gmail.com	GATUNONG LIPA, QUEZON BUKIDNON	LIPA	Quezon		Eastern	Male	07/30/1992	30	Single	High School Graduate
indique@gmail.com	ZONE4 SARAT AGUSAN CDO	AGUSAN	Cagayan De Oro City		Misamis Oriental	Male	11/25/1997	35	Single	High School Graduate
abajuhr@gmail.com	KAUSSWAGAN CAPISON CDO	KAUSSWAGAN	Cagayan De Oro City		Misamis Oriental	Male	07/18/1994	28	Single	High School Graduate
johnanthonyburhawer13@gmail.com	LAPAZ 1, SEASIDE, LUPSUP, LAPASAN	LAPASAN	Cagayan De Oro City		Misamis Oriental	Male	07/13/2002	20	Single	College Undergraduate
kequezz@gmail.com	LAWESBRA LAPASAN CDOC	LAPASAN	Cagayan De Oro City		Misamis Oriental	Male	01/21/1999	24	Single	College Undergraduate
gabdlumichaelang-eo@gmail.com	Abelrosa St.	Bigy 18	Cagayan De Oro City	II	Misamis Oriental	Female	11/14/1979	43	Married	College Undergraduate
lucanasmark30@gmail.com	SEASIDE LUPSUP	BULLA	Cagayan De Oro City		Misamis Oriental	Male	10/01/1999	23	Single	Junior High(K-12)
leevanibgtrads@gmail.com	PUROK13 TABLON CAGAYAN DE ORO CITY	LAPASAN	Cagayan De Oro City		Misamis Oriental	Male	10/31/2002	20	Single	Senior High(K-12)
ranthidago2002@gmail.com	ZONE 1, ESTAKAHAN AGUSAN CAGAYAN DE ORO CITY	AGUSAN	Cagayan De Oro City		Misamis Oriental	Male	10/19/2002	20	Single	Senior High(K-12)
jsordria@gmail.com	SEASIDE LAPAZ1, LAPASAN	LAPASAN	Cagayan De Oro City		Misamis Oriental	Male	11/11/2000	22	Single	Senior High(K-12)
	Ramonal Village	Camaman-an	Cagayan De Oro City	II	Misamis Oriental	Male	11/25/2003	18	Single	Senior High(K-12)
	Zone 5, Acacia St.	Tablon	Cagayan De Oro City	II	Misamis Oriental	Male	12/27/1999	23	Single	Senior High(K-12)
	Zone 1, Sambulanen	Agusan	Cagayan De Oro City	II	Misamis Oriental	Male	07/14/1978	44	Married	High School Undergraduate
	Ramonal Village	Camaman-an	Cagayan De Oro City	II	Misamis Oriental	Male	11/04/2001	21	Single	High School Undergraduate
	8-17	Nazareth	Cagayan De Oro City	II	Misamis Oriental	Female	09/25/1957	65	Widow	High School Undergraduate
meewictoria@gmail.com	PHASE 3B BLOCK-24 LOT-1 VILLA TRINITAS SUBDIVISION	BUGO	Cagayan De Oro City		Misamis Oriental	Female	12/25/1998	24	Single	High School Graduate
victoriahtrinidad@gmail.com	ZONE 7	PATAG	Cagayan De Oro City		Misamis Oriental	Male	01/12/1998	35	Single	High School Graduate
lujeh17@gmail.com	#083 LEGASPI ST. ZONE 2 UPPER	BULLA	Cagayan De Oro City		Misamis Oriental	Male	07/02/1993	30	Single	High School Graduate
harmanon18@gmail.com	LOT31 BLK4 PHASE 1 LANDING CASSANG	CUGMAN	Cagayan De Oro City		Misamis Oriental	Male	01/21/1989	34	Married	High School Graduate
bralianagarcia@gmail.com	#85 ZONE 6 LAWESBRA LAPASAN	LAPASAN	Cagayan De Oro City		Misamis Oriental	Male	12/28/1995	27	Single	College Undergraduate
bralianagarcia@gmail.com	#85 ZONE 6 LAWESBRA LAPASAN	LAPASAN	Cagayan De Oro City		Misamis Oriental	Male	12/28/1995	27	Single	College Undergraduate
	Falima Village Subd.	Tablon	Cagayan De Oro City	II	Misamis Oriental	Male	09/28/1986	36	Married	College Graduate
	Hayes St.	Barangay 36	Cagayan De Oro City	II	Misamis Oriental	Male	12/29/1992	30	Single	College Graduate
begecejes14@gmail.com	P1 BLK1 LOT30 VILLA TRINITAS	BUGO	Cagayan De Oro City		Misamis Oriental	Male	04/14/1999	24	Single	College Graduate
eloqueamador@gmail.com	Block 2 Lot 6 Zone 13	Patag	Cagayan De Oro City	1st(North) District	Misamis Oriental	Male	03/18/1998	35	Single	College Graduate
denismacacero13@gmail.com	POBOK, LOWER JASAN, JASAN MISAMIS	LOWER JASAN (POB)	Jasan		Misamis Oriental	Male	07/13/1975	47	Separated/Divorced/Annul	College Graduate
Markanthonyoranar7@gmail.com	DULONG LIBERTAD	DULONG	Libertad		Misamis Oriental	Male	07/27/1998	24	Single	College Undergraduate
Kelthavakao@gmail.com	P5 SOUTH POBLACION	SOUTH POBLACION	Medina		Misamis Oriental	Male				
lapuramer14@gmail.com	ZONE 19	NATUMOLAN	Tagoacan		Misamis Oriental	Male	02/11/1999	24	Single	College Graduate
					Misamis Oriental	Male	09/10/1991	32	Single	High School Graduate

Prepared by:
ANGIE LOU PENNO
 School Registrar

Approved by:
MARIA VICTORIA B. TRINIDAD, MAEd
 Vocational School Administrator III

Validated by:
JONIL C. MACALAM
 TESDA PO Scholarship Dept.

DATE: _____ BY: _____

12 MONTHS VALIDATED

TVE/Program Registration	Qualification Program Title	Cluster	CTPR	Training Calendar	Delivery Mode	Last Name	First Name	Middle Name	Extension Name	UUI	Contact Number
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	NOPAL	JULIVER	ARIELA		NJA-92-270-10013-001	09864433976
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	TADIACUE	PHILIP JOHN	BURAY		TPB-87-425-10043-001	089394666633
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	ABAO	JUN	JAMON		AJJ-94-258-10043-001	08951414055
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	BUHAYME	JOHN ANTHONY	GALGO		BUG-02-253-11082-001	09750462473
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	GARCIA	KEN PATRICK	ESTRIMAS		GKE-98-021-10045-001	09977817715
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	MADREDANO	FLORENA	ACERO		MFL-79-514-07012-001	08954-049-5564
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	GATDULA	MICHAEL ANGELO	BAL		GMB-98-381-10043-001	09922572742
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LUCCANAS	MARK JOHN	ENAYUDA		LME-02-391-10043-001	09166879476
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LAGRADA	LEEVANN	BOLONGAITA		LLB-01-376-10043-001	09515790935
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	HIDALGO	RANIEL	O-EDAN		HRO-02-379-10013-001	09753998151
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	SONDRITA	JOHN PAUL	QUIDQUIDO		SJC-00-411-10043-001	09466290239
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LABOR	CHRISTIAN	GAA		LOG-09-425-10043-001	0997-732-7862
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	EDQUILA	JERRICKS	ADALIM		ELA-99-487-10043-001	0926-332-6110
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	VAZIR	MUDASSER	AHMAD		WMA-79-254-18276-001	0986-274-5129
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	CAPAWA	JOSHUA LOUIS	CHAN		CJC-01-404-10043-001	0953-394-5888
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	STRANGALES	MARIA DREAMIE	VILLARIN		SMV-57-445-10043-001	0956-534-8007
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	VICTORIA	IVEE	UBALDO		VUJ-98-965-13075-001	09977484977
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	TRINIDAD	VICTOR CERILLO	VICTORIANO		TVV-88-012-10042-001	09566539549
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LEONOR	RONOCEL LOEJ	GILLES		LRS-93-442-10043-001	09814681955
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	ANTONI	HARRY	ANTOLO		AHA-89-021-07046-001	09855346717
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	GARCIA	NIKKO JOHN	ESPINOSA		GNE-95-468-10043-001	09914516577
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	GARCIA	NIKKO JOHN	ESPINOSA		GNE-95-468-10043-001	09914516577
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LABIS	RAFFY	LUMASAG		LRL-86-348-10043-001	0986-538-3663
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	MINGUELA	NILBERT	CALME		NMC-92-468-10013-001	0985-511-3049
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	CALES	BEEGEE	OPALLA		CBO-99-134-10043-001	09860387289
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	ELOPRE	AMADOR	RADAZA	JF	EAR-88-098-18038-001	0997-064-2011
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	MACASERO	DENNIS	PO		MCP-75-253-10043-001	098925399742
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LORENA	MARK ANTHONY	PATAN		LMP-98-267-10043-001	09568356602
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	ALVAREZ	KETHI JOSEPH	MAGALLANES		AKM-99-057-10043-001	09483510427
WTR	Electrical Installation and Maintenance II		20181043EELCEM215113		Institution-Based Training (IBT)	LAGURAS	JAMIE	LINAWAN		LJI-91-170-07022-001	09562888028

Prepared by:
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Approved by:
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Vocational School Administrator III

DATE: _____
TIME: _____
VERIFIED

Validated by:
JORIL C. MACALAN
TESDA PO Scholarship

**2017 OMNIBUS RULES ON APPOINTMENTS
AND OTHER HUMAN RESOURCE ACTIONS
(REVISED JULY 2018)**

Re: Amendments and Additional Provisions to
CSC Resolution No. 1701009 (June 16, 2017)

X-----X

Number: 1800692

Promulgated: July 3, 2018

RESOLUTION

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission, as the central personnel agency of the Government, to *“establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to public accountability. x x x”*

WHEREAS, Section 12 (2), Chapter 3, Title I (A), Book V of the Administrative Code of 1987 provides that the Commission shall prescribe, amend and enforce rules and regulations for carrying into effect the provisions of the Civil Service Law and other pertinent laws;

WHEREAS, Section 12 (14), Chapter 3, Title I (A), Book V of the same Code provides that the Commission shall take appropriate action on all appointments and other personnel matters in the Civil Service;

WHEREAS, Section 26, Chapter 5, Title I (A), Book V of the same Code provides, among other things, that *“all personnel actions shall be in accordance with such rules, standards and regulations as may be promulgated by the Commission”*;

WHEREAS, in line with this mandate, the Commission promulgated CSC Resolution No. 1701009 dated June 16, 2017 which was published in the Philippine Star on August 2, 2017 and took effect on August 18, 2017 and circularized through CSC Memorandum Circular No. 24, s. 2017, otherwise known as the 2017 Omnibus Rules on Appointments and Other Human Resource Actions;

WHEREAS, as a result of the Levelling of Interpretation on the 2017 Omnibus Rules on Appointments and Other Human Resource Actions and series of cascading activities done in CSC Regional and Field Offices, certain amendments have to be made to ensure that the provisions of this policy are in accordance with other administrative issuances and pertinent laws;

WHEREFORE, the Commission **RESOLVES** to **APPROVE** the amendments and additional provisions to certain sections of CSC Resolution No. 1701009, which are in bold letters, as follows:

**RULE I
 GENERAL POLICIES ON APPOINTMENTS**

Sec. 1. The State shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness¹.

Sec. 2. Merit and fitness shall be determined, as far as practicable, by competitive examinations. This does not apply to appointments to positions which are policy determining, primarily confidential, or highly technical.

Sec. 3. Any action denoting the movement or progress of human resource in the civil service such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment², demotion and separation shall be known as human resource action.

**RULE II
 REQUIREMENTS FOR REGULAR APPOINTMENTS**

Sec. 4. Common Requirements. The common requirements for regular appointments to be submitted by regulated and accredited/deregulated agencies to the Civil Service Commission Field Office (CSC FO) concerned shall be, as follows:

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>❖ Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018)</p> <p>b. 3 original copies of Appointment Form (CS Form No. 33-A, Revised 2018) – employee copy, CSC copy and agency copy</p> <p>c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017),</p>	<p>❖ Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form.</p> <p>b. Original CSC copy of appointment/s issued (CS Form No. 33-B, Revised 2018)</p> <p>c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017),</p>

¹ Item B, Section 2(2), Article IX of the 1987 Constitution of the Republic of the Philippines

² Secondment will be subject of a separate issuance.

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment:</p> <p>i. Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or</p> <p>ii. Valid professional license issued by the Professional Regulation Commission (PRC)/ Supreme Court of the Philippines (SC)/ Maritime Industry Authority (MARINA) for positions involving practice of profession; or</p> <p>iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions not involving practice of profession</p> <p>iv. Valid licenses issued by authorized regulatory agencies such as National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP)</p> <p>e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)</p>	<p>except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment:</p> <p>i. Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or</p> <p>ii. Valid professional license issued by the Professional Regulation Commission (PRC)/ Supreme Court of the Philippines (SC)/ Maritime Industry Authority (MARINA) for positions involving practice of profession; or</p> <p>iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions not involving practice of profession</p> <p>iv. Valid licenses issued by authorized regulatory agencies such as National Telecommunications Commission (NTC)/ Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/ Philippine National Police (PNP)</p> <p>e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)</p>

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>f. Oath of Office (CS Form No. 32, Revised 2018)³</p> <p>g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)⁴</p> <p>❖ Casual Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018).</p> <p>b. 3 original copies of Plantilla of Casual Appointment (CS Form No. 34-A or C, Revised 2018 or CS Form 34-E or F, Series 2018) - employee copy, CSC copy and agency copy</p> <p>c. PDS (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, reappointment to another casual position or reemployment to positions requiring licenses or involving practice of profession:</p> <p>i. Valid professional license issued by the PRC/SC/MARINA; or</p>	<p>f. Oath of Office (CS Form No. 32, Revised 2018)³</p> <p>g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)⁴</p> <p>❖ Casual Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form.</p> <p>b. Original CSC copy of Plantilla of Casual Appointment (CS Form No. 34-B or D, Revised 2018 or CS Form 34-E or F, Series 2018)</p> <p>c. PDS (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, reappointment to another casual position or reemployment to positions requiring licenses or involving practice of profession:</p> <p>i. Valid professional license issued by the PRC/SC/MARINA; or</p>

³ To be submitted within the 30-day period from the date of oath of office of appointee
⁴ To be submitted within 30 days from the date of assumption of appointee

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
ii. Valid licenses issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP	ii. Valid licenses issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP

Sec. 5. Specific Cases Where Additional Documents are Required. The specific cases requiring submission of additional documents in support of the appointment are, as follows:

<i>Specific Cases</i>	<i>Required Additional Documents</i>
<p>a. Erasures or Alterations on Appointments</p> <p>When there are erasures or alterations made on the appointment, they should be duly initialed by the authorized official. For this purpose, authorized official shall refer to the highest ranking Human Resource Management Officer (HRMO) or official who issued or prepared the document. However, the certification shall be signed by the appointing officer/authority.</p> <p>The appointing officer/authority may delegate the signing of the Certification of Erasure/s to any authorized official. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.</p>	<p>Certification of Erasure/Alteration on Appointment Form (CS Form No. 3, Series of 2017) specifying and authenticating all erasures or alterations signed by the appointing officer/authority or any authorized official.</p>
<p>b. Appointee With Decided Administrative/Criminal Case</p> <p>i. The appointee had been previously found guilty in an administrative/criminal case.</p> <p>ii. The appointment by promotion of an employee who had been found guilty in an administrative case for which a penalty of suspension or fine was imposed.</p>	<p>Certified true copy of the decision issued by the office/court/tribunal</p> <p>Certification issued by the appointing officer/ authority as to when the decision rendered became final and when the penalty imposed had been served</p>

<i>Specific Cases</i>	<i>Required Additional Documents</i>
c. Discrepancy in Name, Date/Place of Birth as appearing in the Report of Rating or Certificate of Eligibility, appointment, service card and the entries in the Personal Data Sheet ⁵	Resolution or Order issued by the Commission/CSC Regional Office (CSC RO) concerned correcting the discrepancy
d. Change of Civil Status on account of: i. Marriage ii. Annulment or Declaration of Nullity of the same	Endorsement to the CSC FO concerned by the agency HRMO of the following: Original Marriage Contract/ Certificate duly authenticated by the Philippine Statistics Authority (PSA) or the Local Civil Registrar (LCR) of the municipality or city where the marriage was registered or recorded Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation
e. Appointments issued by State Universities and Colleges (SUCs) under National Budget Circular (NBC) No. 461 ⁶	Copy of the Department of Budget and Management (DBM)-approved Notice of Organization, Staffing and Compensation Action (NOSCA) on the reclassification of position based on NBC No. 461 and SUC Board Resolution approving the appointment
f. Appointments issued for faculty positions/ranks in fields/courses/colleges in SUCs and LUCs when there is no Master's degree program in the discipline being offered in the Philippines	Certification issued by the CHED that there is no Master's degree program in the discipline being offered in the Philippines
g. Appointments Requiring Board Resolution such as Head of Agency appointed by the Board, SUC President, Local Water District (LWD) General Manager	Copy of said Resolution shall be submitted together with the appointment
h. Ban on Issuance of Appointment During Election Period	Resolution issued by the Commission on Elections (COMELEC) <i>en banc</i> , Chairman or Regional Election Director, granting exemption from the prohibition

⁵ Subject to the Rules on Correction of Personal Information in the Records of the Commission under the 2017 Rules on Administrative Cases in the Civil Service (RACCS)

⁶ National Budget Circular No. 461 dated June 1, 1998 re: Revising and Updating the Compensation and Position Classification Plan for Faculty Positions Embodied in National Compensation Circular (NCC) No. 69. This Circular shall apply to all faculty positions in SUCs, HEIs and TEIs, including teaching positions assigned to laboratory classes except teaching and related teaching positions in secondary and elementary schools which shall continue to be covered by the Teachers Preparation Pay Schedule of the Department of Education.

<i>Specific Cases</i>	<i>Required Additional Documents</i>
<p>i. LGU Appointment</p> <p>i. All LGU Appointments</p> <p>ii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions requiring concurrence by the Sanggunian</p> <p>iii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions not acted upon by the Sanggunian within fifteen (15) days from the date of its submission</p> <p>iv. Creation and reclassification of positions and appropriation of funds</p> <p>The ordinance shall be subject to</p>	<p>Certification issued by the appointing officer/ authority that such appointment is issued in accordance with the limitations provided for under Section 325⁷, RA No. 7160; and</p> <p>Certification issued by the Provincial/ City/Municipal Accountant⁸ that funds are available</p> <p>In case the Local Accountant position is vacant, the Local Assistant Accountant shall sign the certification. In the absence of such position, the Local Chief Executive may designate the Local Budget Officer to certify the availability of funds. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.</p> <p>Sanggunian Resolution embodying the concurrence of the majority of all the members of the Sanggunian as provided for under Section 443 (d), Section 454 (d), and Section 463 (d) of RA No. 7160</p> <p>Certification issued by the Sanggunian Secretary or HRMO confirming the non-action by the Sanggunian</p> <p>Sangguniang Panlalawigan/Panlungsod/ Bayan Ordinance⁹</p>

⁷ General Limitations (Items a to g) on the use of the provincial, city, and municipal funds

⁸ Sagpang, et.al. vs. Empleo, et.al., GR No. 180986, December 10, 2008.

⁹ Sections 326 and 327, Article One, Chapter 3, Title Five of R. A. No. 7160 or The Local Government Code of 1991.

<i>Specific Cases</i>	<i>Required Additional Documents</i>
review by the DBM in case of provinces/highly urbanized cities/independent component cities and municipalities within Metro Manila and the Sangguniang Panlalawigan for component cities and municipalities ⁹	
j. Appointment Involving Demotion which is Non-Disciplinary in Nature	i. Certification issued by the agency head that the demotion is not the result of an administrative case; and ii. Written consent by the employee that he/she interposes no objection to his/her demotion
k. Appointment Involving Demotion as a Result of a Disciplinary Case (deleted)	
l. Temporary Appointment	Certification issued by the appointing officer/ authority vouching the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2018)
m. Reclassification	NOSCA approved by the DBM/Memorandum Order issued by Governance Commission for GOCCs (GCG)

Sec. 6. Required Documents to be Retained in the Agency. The following documents shall be required from the appointee in support of his/her appointment but shall be retained in the agency and filed in the employee's 201 File:

- a. Medical Certificate (CS Form No. 211, Revised 2018). A Medical Certificate issued by a licensed government physician which states that the appointee is fit for employment is required for original appointment, transfer and reemployment.

The results of the Pre-employment Medical-Physical-**Psychological** examinations consisting of Blood Test, Urinalysis, Chest X-ray, Drug Test, Psychological Test, and Neuropsychiatric Exam, if applicable, shall be attached to the medical certificate for employment.

The result of the neuropsychiatric examination is required for original, reemployment, transfer, reappointment and promotional appointments to

positions which involve the maintenance of peace and order and the protection of life and property.

- b. Certificate of Live Birth. A Certificate of Live Birth duly authenticated by the PSA or the LCR of the municipality or city where the birth was registered or recorded is required for original appointment and reemployment.

It shall be the duty of the **HRMO** or his/her designated staff to review and compare the contents thereof vis-à-vis the information written on the employee's PDS and other documents.

- c. Marriage Contract/Certificate. For married employees, a Marriage Contract/Certificate duly authenticated by the PSA or the LCR of the municipality or city where the marriage was registered or recorded is required for original appointment and reemployment.
- d. Clearances. A valid National Bureau of Investigation (NBI) Clearance is required for original appointment and reemployment.

In case of **promotion, reappointment, or transfer involving movement from one department/agency to another** and reemployment, clearance from money, property and work-related accountabilities from the appointee's former office is required (CS Form No. 7, **Revised 2018**).

- e. Performance Rating. For appointment by promotion **or** transfer, the Performance Rating of the appointee **in the last rating period** prior to the date of assessment or screening, which should be at least Very Satisfactory, shall be required.

The performance rating **in the last rating period** prior to the scholarship grant, which should be at least Very Satisfactory, shall be used as basis for promotion of an appointee-scholar.

The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

- f. Scholastic Record/Academic Record. The certified true copies of scholastic/academic record such as diploma and transcript of records (TOR) or, if necessary, a Certification from the Department of Education (DepEd) and/or Commission on Higher Education (CHED) on the authenticity and equivalency of the subjects/courses taken, are required for original appointment, transfer and reemployment. It may also be required for promotion to positions where the education requirement is different from the previous academic record submitted.

Illustrative Example:

Employee A was issued an original appointment to the position of Administrative Officer I. She is a graduate of BS Management. She rose from the ranks and was promoted to Chief Administrative Officer position which requires a Master's degree. While she has submitted her TOR for BS Management as a requirement for original appointment, she still needs to submit a TOR for her Master's degree in compliance with the education requirement for Division Chief position.

RULE III
PROCEDURES IN THE PREPARATION OF APPOINTMENTS

Sec.7. The following procedures shall be strictly observed in the preparation of appointments for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees:

- a. Appointment Form. The appointment form (**CS Form No. 33, Revised 2018**), which shall be in English, shall be used for appointments in the career and non-career service except those for casual appointments. The appointment must be prepared in three (3) original copies: one copy each for the appointee, for the CSC and for the agency. **CS Form No. 33-A, Revised 2018** shall be used by regulated agencies while **CS Form No. 33-B, Revised 2018** shall be used by accredited/deregulated agencies.

The following items in the appointment form shall be properly filled in, as follows:

1. Name of the Appointee. The name indicated on the appointment must be the same name appearing in the Certificate of Live Birth submitted by the appointee and the Certificate of Marriage, in the case of a married female employee who opts to use the surname of her husband. The name of the appointee should be written in the following format: first name, middle name or initial, last name and name extension, if any.
2. Position Title, Salary/Job/Pay Grade and Step. The position title, salary/job/pay grade and step (if applicable) indicated in the appointment shall conform to the approved Plantilla of Personnel and should be found in the Index of Occupational Services (IOS), Position Titles and Salary Grades. The parenthetical title, if any, and salary/job/pay grade of the position shall be indicated after the position title. The parenthetical position title refers to the position title based on the actual duties and responsibilities in the Position Description Form and shall be the basis for the qualification standards.

Illustrative Examples:

Administrative Officer V (Human Resource Management Officer III), SG 18, Step 2
Administrative Officer V (Cashier III), SG 18, Step 1
Municipal Government Department Head I (Municipal Assessor), SG 24, Step 5

3. **Employment Status.** The employment status shall be indicated on the space provided therefor. It may be permanent, temporary, coterminous, fixed term, contractual, substitute, or provisional. For contractual appointment, the duration of employment shall be indicated on the space provided for the Status of Appointment.
4. **Agency.** The name of the agency shall be indicated in the appointment form. For station-specific appointments, the name of office/department/unit shall be indicated.
5. **Compensation Rate.** The corresponding amount of the monthly salary of the position based on the salary/job/pay grade and salary step¹⁰ thereof shall be indicated.
6. **Nature of Appointment.** The nature of appointment, which may be original, promotion, transfer, reemployment, reappointment, reinstatement, reclassification, or demotion, shall be indicated on the space provided therefor.
7. **Plantilla Information.** The name of the employee being replaced by the appointee should be indicated on the space provided, in addition to the Plantilla Item Number of the position and the page where the position can be found in the approved Plantilla of Personnel in the current year.
8. **Signature of the Appointing Officer/Authority.** The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to make appointments in the Philippine Civil Service.

In case the appointing officer/authority delegates the authority to issue appointments to a next-in-rank official in the same agency, as authorized by law, a copy of the Office/Board Resolution or Order for the said purpose shall be submitted to the CSC FO with jurisdiction.

In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.

9. **Date of Signing.** The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer/authority.

¹⁰ Based on approved Compensation and Position Classification System in government agencies

10. Certification as to the Completeness and Authenticity of the Requirements. The **HRMO** shall thoroughly review and check the veracity, authenticity and completeness of all the requirements and documents in support of the appointment. He/she shall sign the certification at the back of the appointment.
11. Certification of Publication and Posting of Vacancy. Vacant positions authorized to be filled shall be published and posted in at least three (3) conspicuous places for a period of at least ten (10) calendar days for national government agencies (NGAs), state universities and colleges (SUCs), and government-owned or controlled corporations (GOCCs) with original charters in accordance with RA No. 7041¹¹ and its implementing guidelines, and not less than fifteen (15) calendar days for local government units pursuant to Section 80(a), Title Three, Book I, RA No. 7160, and Rule VII hereof.

The certification on the publication and posting of the vacant position including the date the deliberation was conducted by the Human Resource Merit Promotion and Selection Board should be duly signed by the authorized HRMO.

12. Certification of Human Resource Merit Promotion and Selection Board (HRMPSB) Evaluation/Screening. All appointees should be screened and evaluated by the HRMPSB, if applicable. As proof thereof, a certification signed by the Chairperson of the HRMPSB at the back of the appointment specifying that the majority of the HRMPSB members was present during the deliberation or alternatively, a copy of the proceedings/minutes of the HRMPSB deliberation shall be submitted together with the appointment. The HRMPSB deliberation in the NGAs, GOCCs with original charters, and SUCs (for their administrative and support staff) shall commence not earlier than ten (10) calendar days from the date of posting and publication of vacant positions; and in the local government units (LGUs) it shall not be made earlier than fifteen (15) calendar days from the date of posting and publication of vacant positions.
 13. Certification by the Placement Committee. Reappointment to a comparable position as a result of reorganization pursuant to RA No. 6656¹² or other laws shall be assessed by the Placement Committee. As proof thereof, a certification shall be signed by the Chairperson of the Placement Committee at the back of the appointment.
- b. Personal Data Sheet. The Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) which should be updated and accomplished properly and completely by the appointee, shall be attached to the appointment¹³. Said

¹¹ Republic Act No. 7041 dated June 5, 1991 or An Act Requiring Regular Publication of Existing Vacant Positions in Government Offices, Appropriating Funds Therefore, And For Other Purposes

¹² RA No. 6656, An Act to Protect the Security of Tenure of Civil Service Officers and Employees in the Implementation of Government Reorganization

¹³ Personal Data Sheet need not be attached to appointments involving Reappointment (renewal) to temporary, casual, contractual, provisional and substitute status of appointments.

PDS shall contain an authorization from the employee that the CSC, agency head or their authorized representative can verify/validate the contents therein. It shall also be subscribed and sworn to before the **HRMO or his/her** authorized official in the agency, any officer authorized to administer oaths or a notary public. The PDS may be accomplished by the appointee either through his/her own handwriting or via typewriter/computer and must bear his/her signature on every page with a passport-size ID picture taken within the last six (6) months attached at the last page thereof.

- c. Position Description Form. The Position Description Form (DBM-CSC Form No. 1, Revised 2017) which should be properly and completely accomplished shall be attached to all appointments **for authorized positions found in the Plantilla of Personnel and lump sum appropriation for contractual employees.**

Sec. 8. The following procedures shall be strictly observed in the preparation of casual appointments:

- a. Appointment Form. The Plantilla of Casual Appointment (**CS Form No. 34, Revised/Series 2018**), shall be used for appointments of casual employees. The appointment must be prepared in three (3) original copies (appointee's copy, CSC copy and agency copy). A maximum of fifteen (15) names of appointees, arranged alphabetically, shall be indicated in every page thereof.

The prescribed Plantilla of Casual Appointment are, as follows:

- i. CS Form No. 34-A shall be used by regulated NGAs, GOCCs with original charters and SUCs.
 - ii. CS Form No. 34-B shall be used by accredited/deregulated NGAs, GOCCs with original charters and SUCs.
 - iii. CS Form No. 34-C shall be used by regulated LGUs.
 - iv. CS Form No. 34-D shall be used by accredited/deregulated LGUs.
 - v. **CS Form No. 34-E shall be used by both regulated or accredited/deregulated NGAs, GOCCs with original charters and SUCs for reappointment (renewal) of casual appointees.**
 - vi. **CS Form No. 34-F shall be used by both regulated or accredited/deregulated LGUs for reappointment (renewal) of casual appointees.**
- b. Source of Funds. The source of funds for casual appointment shall always be indicated on the space provided.
 - c. Name of Appointee/s. The name indicated on the appointment must be the same name appearing in the Certificate of Live Birth submitted by each of the appointee and the Certificate of Marriage, in the case of a married female appointee who opts to use the surname of her husband. The name of the appointee should be written in the following format: last name, first name, name extension (if any), and middle name or initial.

Only a maximum of fifteen (15) appointees must be listed on each page of the Plantilla of Casual Appointments. The HRMO must also indicate 'NOTHING FOLLOWS' on the row following the name of the last appointee on the last page of the Plantilla. The agency HRMO should provide proper pagination (Page n of n page/s).

- d. Position Title. The position title indicated in the appointment should be found in the IOS. The salary/job/pay grade, level of position, and the corresponding compensation rate per day for each appointee listed in the Plantilla of Casual Appointment shall always be indicated.
- e. Period of Employment. The period of employment, which shall be the duration of the casual appointment of each appointee listed in the Plantilla of Casual Appointment shall be indicated in the following format: month, day and year (e.g. From: 07/01/2017 To: 12/31/2017).
- f. Nature of Appointment. The nature of appointment, such as original, reappointment or reemployment shall be indicated on the space provided.
- g. Signature of the Appointing Officer/Authority. The three (3) original copies of the appointment must be duly signed by the appointing officer/authority. The appointing officer/authority is the person or body authorized by law to make appointments in the Philippine Civil Service.

In case the appointing officer/authority delegates the authority to issue appointments to a next-in-rank official in the same agency, as authorized by law, a copy of the Office/Board Resolution or Order for the said purpose shall be submitted to the CSC FO with jurisdiction.

In no case shall digital/electronic or rubber-stamped signature of the appointing officer/authority on the appointment be allowed.

- h. Date of Signing. The date of signing, which is the date of the issuance and the date of effectivity of the appointment, shall be indicated below the signature of the appointing officer/authority.
- i. Certification as to the Completeness and Authenticity of the Requirements. The **HRMO** shall thoroughly review and check the veracity, authenticity and completeness of all the requirements and documents in support of the appointment. He/she shall sign the certification at the lower portion of the appointment.
- j. Certification (For LGUs). The Provincial/City/Municipal Accountant shall certify that funds are available for the subject appointment/s.

The appointing officer/authority shall certify that such appointment is issued in accordance with the limitations provided under Section 325 of the Local Government Code of 1991 (RA No. 7160).

In case the Local Accountant position is vacant, the Local Assistant Accountant shall sign the certification. In the absence of such position, the Local Chief Executive may designate the Local Budget Officer to certify the availability of funds. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.

- k. **Personal Data Sheet.** The PDS (CS Form No. 212, Revised 2017) completed by the appointee, subject to the requirements of Item b, Section 7 of the herein rule shall be attached to the Plantilla of Casual Appointments. The PDS need not be attached to the appointment involving Reappointment (renewal).

RULE IV
EMPLOYMENT STATUS, NATURE OF APPOINTMENT AND
OTHER HUMAN RESOURCE ACTIONS

Sec. 9. Employment Status. The employment status in the civil service shall be determined by the appointment issued, which can be any of the following:

- a. Permanent — an appointment issued to a person who meets all the qualification requirements of the position to which he/she is being appointed to, including the appropriate eligibility, in accordance with the provisions of law, rules and standards promulgated in pursuance thereof.
- b. Temporary — an appointment issued to a person who meets the education, experience and training requirements for the position to which he/she is being appointed to, except for the appropriate eligibility. **A temporary appointment may only be issued in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.** The appointment shall not exceed twelve months, reckoned from the date it was issued but the appointee may be replaced sooner if a qualified eligible who is willing to accept the appointment becomes actually available.

However, in no case shall a temporary appointment be issued for positions that involve practice of profession regulated by bar/board law for lack of the required license and/or certificate of registration.

A temporary appointment issued to a person who does not meet any of the education, training or experience requirements for the position shall be disapproved/invalidated except to positions that are hard to fill, or other meritorious cases as may be determined by the Commission, or as provided by special law, such as Medical Officer/Specialist¹⁴ positions, Special Science Teacher¹⁵, Faculty positions¹⁶ and Police Officer¹⁷

¹⁴ PD No. 1424, Further Amending RA No. 1243, as amended by RA No. 2251, otherwise known as the Hospital Residency Law

¹⁵ RA No. 8496, Philippine Science High School System Act of 1997

¹⁶ RA No. 8292, Higher Education Modernization Act of 1997

¹⁷ RA No. 8551, Philippine National Police Reform and Reorganization Act of 1998

positions. Except for these positions, temporary appointments may only be renewed once.

A temporary appointment to a position which involves practice of profession may be issued to a person who lacks the required experience or training but only in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority.

When there are no available qualified faculty in the region, place or locality, as certified by the appointing officer/authority, temporary appointments may be issued until the required Master's degree is met/complied with.¹⁸

The renewal of temporary appointment shall be limited to five (5) times only reckoned from the effectivity of CSC Memorandum Circular No. 25, s. 2017.¹⁹

A temporary appointment issued to a person who meets all the requirements of the position shall be disapproved/invalidated.

- c. Substitute — an appointment issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant or is on secondment. This is effective only until the return of the incumbent. A substitute appointment is allowed only if the leave of absence of the incumbent is at least three (3) months, except in the case of teachers.

A person who is issued a substitute appointment to a position whose duties involve practice of a profession covered by Bar/Board or special laws shall be required to possess the appropriate professional license. The substitute appointee shall be entitled to the salaries and benefits attached to the position except for those benefits requiring longer period of service for the availment thereof.

- d. Coterminous — an appointment issued to a person whose tenure is limited to a period specified by law or whose continuity in the service is based on the trust and confidence of the appointing officer/authority or of the head of the organizational unit where assigned. Specifically, the categories of coterminous appointments are:
1. Coterminous with the appointing officer/authority – an appointment is coexistent with the term/tenure of the appointing officer/authority.

¹⁸ CSC MC No. 25, s. 2017 re: Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields

¹⁹ CSC MC No. 25, s. 2017 took effect fifteen (15) days from the date of publication of CSC Resolution No. 1700372 on August 4, 2017 at the Philippine Star.

2. Coterminous with the head of the organizational unit where assigned – an appointment is coexistent with the term/tenure of the head of the organizational unit to which he/she is assigned, who is not the appointing officer/authority.

Appointees to coterminous positions that are not primarily confidential in nature (Items 1 and 2) must meet the education, training and experience requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these coterminous appointments.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

3. Coterminous (primarily confidential in nature) – an appointment to positions determined by law or declared by the Commission to be primarily confidential in nature, the duties and responsibilities of which imply not only confidence in the aptitude of the appointees but primarily close intimacy which insures freedom of discussion, delegation and reporting without embarrassment or freedom from misgivings or betrayals of personal trust. Appointees to primarily confidential positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses.
4. **Coterminous with the Lifespan of the Agency – appointment to a position which is co-existent with the lifespan of the agency based on the agency's Staffing Pattern as approved by the DBM or the GCG.**

Appointments to positions which are coterminous with the lifespan of the agency need not be renewed annually. The lifespan of the agency shall be indicated on the appointment. However, if the performance of the appointee is below Satisfactory, the appointing officer/authority may terminate the services of, or replace the appointee after giving the latter a notice of at least thirty (30) days prior to the date of termination of the appointment.

Illustrative Example:

The lifespan of the ABC Board is up to December 31, 2023. The coterminous appointment shall be issued effective from the date of issuance until the end of the lifespan of the agency. The period

of appointment shall be indicated on the face of the appointment form as follows:

Coterminous with the Lifespan of ABC Board (February 14, 2018 - December 31, 2023)

Employees whose appointments are coterminous with the lifespan of the agency must meet the education, experience and training requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these coterminous appointments.

Eligibility is not required for coterminous appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference shall be given to civil service eligibles.

- e. Fixed Term – an appointment issued to a person with a specified term of office, subject to reappointment as provided by law, such as Chairperson and members of commissions and boards, SUC President, and Head of Agency appointed by the Board.
- f. Contractual — an appointment issued to a person whose employment in the government is in accordance with a special contract to undertake local or foreign-assisted projects or a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period. **This includes appointments to positions that are co-existent with the duration of a particular project based on the agency's Staffing Pattern as approved by the DBM or the GCG.** The inclusive period of the contractual appointment shall be indicated on the face of the appointment for purposes of crediting services.

Contractual appointments are limited to one year, but may be renewed every year, based on performance, until the completion of the project or specific work. However, if the performance of the appointee is below satisfactory or where the funds have become insufficient or unavailable, the appointing officer/authority may terminate the services of, or replace, the appointee after giving the latter a notice at least 30 days prior to the date of termination of appointment.

Employees under contractual appointment must meet the education, training and experience requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification

Standards Manual shall be used as bases in the attestation of these contractual appointments.

Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special

laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

The appointee shall perform the work or job under his/her own responsibility with minimal direction and supervision from the employing agency.

In no case shall a contractual appointment be issued to fill a vacant plantilla position or a contractual employee perform the duties and responsibilities of the vacant plantilla position.

Reappointment (renewal) of contractual appointments to the same position shall be submitted to the CSC for notation only, without the need for approval/validation. However, reappointment of contractual appointments to another position shall be submitted for approval/validation by the CSC FO concerned.

- g. Casual — an appointment issued only for essential and necessary services where there are not enough regular staff to meet the demands of the service and for emergency cases and intermittent period not to exceed one year.

Employees under casual appointment must meet the education, training and experience requirements of the positions as proposed by the respective Agency Heads and approved by the Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these casual appointments. Eligibility is not required for appointment, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board or special laws and/or require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, but preference should be given to civil service eligibles.

In no case shall a casual appointment be issued to fill a vacant plantilla position or a casual employee perform the duties and responsibilities of the vacant plantilla position.

Reappointment (renewal) of casual appointments to the same position shall be submitted to the CSC for notation only, without the

need for approval/validation. However, reappointment of casual appointments to another position shall be submitted for approval/validation by the CSC FO concerned.

Employees under contractual or casual appointment are entitled to the same benefits enjoyed by regular employees.

Sec. 10. Employment Status of Teachers. The employment status of teachers to any teaching position shall be any of the following:

- a. Permanent — an appointment issued to an appointee who meets all the requirements of the position.
- b. Provisional — an appointment issued to an appointee who meets all the requirements of the position except the eligibility but only in the absence of a qualified eligible actually available who is willing to accept the appointment, as certified by the Schools Division Superintendent. It shall not be effective beyond the school year during which it was issued²⁰. The appointment may be subject to reappointment (renewal). **Scholar-graduates of the Merit Scholarship Program of the Department of Science and Technology - Science Education Institute (DOST-SEI) shall be allowed to teach on provisional status, which appointment may be renewed every school year but not to exceed four (4) years.**²¹
- c. Temporary – an appointment issued to an appointee who meets all the requirements of the position except the education but only in the absence of applicants who possess the minimum educational qualification, as certified by the Schools Division Superintendent. It shall not be effective beyond the school year during which it was issued. The appointment may be subject to reappointment (renewal).
- d. Substitute — an appointment issued to an appointee when the regular incumbent of the position is temporarily unable to perform the duties of the position. It shall be effective until the return of the incumbent.

Appointees to substitute teaching positions shall be required to possess RA No. 1080 (Teacher) eligibility.

- e. Contractual – an appointment issued to an appointee who shall teach specialized subjects in secondary education on part-time basis. The inclusive period shall be indicated on the appointment for purposes of crediting services.

²⁰ Pursuant to RA No. 10533 (The Enhanced Basic Education Act of 2013) approved on May 15, 2013

²¹ Pursuant to RA No. 7687, otherwise known as the Science and Technology Scholarship Act of 1994

Appointees to contractual teaching positions for specialized subjects shall not be required to possess RA No. 1080 (Teacher) eligibility.²²

Sec. 11. Nature of Appointment. The nature of appointment shall be, as follows:

- a. Original — the initial entry into the career²³ or non-career service.
- b. Promotion — the advancement of a career employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion but as reappointment.

An employee who is promoted to another agency shall notify the head of the department or agency in writing where he/she is employed **at least thirty (30)** days prior to his/her assumption to the position. It is understood that the employee who is promoted to another agency is cleared from all money, property and work-related accountabilities.

The pendency of an administrative case against any employee shall not be a bar to promotion.

An employee who has been found guilty of an administrative offense and imposed the penalty of demotion, suspension or fine shall be disqualified for promotion for the same period of suspension or fine. In the case of demotion, the period of disqualification for promotion shall be within one (1) year.

Special promotions based on awards and/or acts of conspicuous courage and gallantry as provided under special laws, such as Sec. 6, RA No. 6713²⁴, Sec. 10, RA No. 9263²⁵, as amended by RA No. 9592, Sec. 31, RA No. 8551²⁶ and Executive Order No. 508²⁷, as amended by Executive Order No. 77, shall be exempt from qualification requirements but subject to specific validation requirements as provided under the above-said special laws or their implementing rules and regulations.

- c. Transfer — the movement of employee from one position to another which is of equivalent rank, level or salary without gap in the service involving the issuance of an appointment.

²² Applicable only to DepEd-issued appointments pursuant to RA No. 10533

²³ Subject to probationary period under Rule V of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions

²⁴ Code of Conduct and Ethical Standards for Public Officials and Employees

²⁵ Bureau of Fire Protection and Bureau of Jail Management and Penology Professionalization Act of 2004

²⁶ Philippine National Police Reform and Reorganization Act of 1998

²⁷ Instituting the Lingkod Bayan Award as the Presidential Award for Outstanding Public Service

The transfer may be from one organizational unit to another in the same department or agency or from one department or agency to another: Provided, however, that any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

An employee who seeks transfer to another office shall notify the head of the department or agency in writing where he/she is employed **at least thirty (30)** days prior to the effective date of his/her transfer. The head of the department or agency shall notify the employee in writing of the approval of the request to transfer within 30 days from date of notice.

If the request to transfer of an employee is not granted by the head of the department or agency where he/she is employed, it shall be deemed approved after the lapse of 30 days from the date of notice without the need to notify the employee concerned.

It is understood that the employee who seeks to transfer is cleared from all money, property and work-related accountabilities.

If, for whatever reason, the employee fails to transfer on the specified date, he/she shall be deemed resigned. However, should the employee opt to remain in the same agency before the specified date of transfer, the employee may be reappointed if there is no gap in the service or reemployed if there is gap in the service. In both cases, the employee shall undergo the usual hiring process.

- d. Reemployment — the appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation. Reemployment presupposes a gap in the service.

No prior authority from the Commission shall be required for the reemployment of a person who has been previously retired or resigned and who has not reached the compulsory retirement age of 65.

- e. Reappointment — the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, recategorization, rationalization or similar events, including the following:
 - 1. The issuance of appointment from temporary to permanent, career to non-career or vice versa, non-career to another non-career, all of which entails no gap in the service, shall be considered as reappointment. Non-career employees who are appointed for the first time in the career service under permanent status shall be required to undergo probationary period for six (6) months.

2. The renewal of temporary, contractual and casual appointment upon the expiration of the appointment or subsequent appointment of substitute teachers, which entails no gap in the service, shall be considered as reappointment. A temporary appointment may be renewed **in the absence of an applicant who meets all the qualification requirements of the position as certified by the appointing officer/authority** and provided that the performance rating of the employee is at least Satisfactory.
3. Personal or coterminous staff of elective officials, who shall continue to serve in a coterminous capacity upon reelection of the said elective officials, shall be issued new appointments. The nature of appointment shall be reappointment.

In the same manner, personal or coterminous staff of officials whose term of office ended and are subsequently absorbed or rehired by the succeeding official without gap in their service shall be issued new appointments, the nature of which is reappointment.

Reappointment presupposes no gap in the service.

- f. Reinstatement (to comparable position) – the restoration of a person, as a result of a decision, to a career position from which he/she has, through no delinquency or misconduct, been separated but subject position is already abolished, requiring the issuance of an appointment to a comparable position to the separated employee.

However, reinstatement (to the same position/item), which involves the restoration of a person, as a result of a decision, to a career position from which he/she has, through no delinquency or misconduct, been separated from the service and subject position is still available, does not need the issuance of an appointment.

- g. Demotion – the movement of an employee from a higher position to a lower position where he/she qualifies, if a lower position is available. The demotion entails reduction in duties, responsibilities, status or rank, which may or may not involve a reduction in salary.

In cases where the demotion is due to reorganization or rationalization, the employee shall be allowed to continue to receive the salary of the higher position.

In cases where the demotion is voluntary or at the instance of the employee, he/she shall be allowed to receive the same step of the salary grade of the position where he/she voluntarily sought to be appointed. A written consent shall be secured from the demoted employee.

Illustrative Example:

Demotion from Administrative Officer III (SG 14, Step 2) to Administrative Officer II (SG 11, Step 2), an appointment shall be issued to the demoted employee.

- h. **Reclassification** — a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all of the position attributes: position title, level and/or salary grade. It generally involves a change in the position title and may be accompanied by an upward or downward change in salary. Reclassification is the generic term for changes in staff/position classification which includes upgrading, downgrading, and recategorization.

Reclassification of position requires the issuance of an appointment but the same is ministerial on the part of the appointing officer/authority.

The appointment of an incumbent (permanent employee) whose position was reclassified shall be approved/validated, regardless of whether he/she meets the qualification requirements of the position involved. The incumbent of the reclassified position has a vested right to the reclassified position but he/she shall not be promoted unless he/she meets the qualification requirements of the next higher position.

In LGUs, no reclassification shall be allowed except when the position is actually vacant²⁸.

Sec. 12. Adjustments or movements of human resource without need of issuance of an appointment. Adjustments or movements of human resource which do not involve changes in position title, rank or status shall not require the issuance of an appointment. A notice of such change or movement shall be issued to the employee. A copy thereof shall be kept in the employee's 201 File and another copy shall be submitted to the CSC FO concerned for record purposes.

The adjustments or movements of human resource shall include the following:

- a. **Change in item number** – the adjustment or shifting of item number of a position per agency Plantilla of Personnel.
- b. **Salary adjustment** – the change in salary as a result of increase in pay levels or upgrading of positions which does not involve a change in qualification requirements²⁹.
- c. **Step increment** – the increase in salary from step to step within the salary grade allocation of the official or employee's position in recognition of meritorious performance based on a Performance Management System

²⁸ Section 325 (f) of RA No. 7160 (Local Government Code of 1991)

²⁹ Section 28, Chapter 5, Subtitle A, Title I, Book V of the Revised Administrative Code of 1987 (Executive Order No. 292)

approved by the CSC and/or through length of service.³⁰ A Notice of Step Increment (NOSI) is issued by the heads of agencies for this purpose.

- d. Reinstatement (to the same position/item) – the restoration, as a result of a decision, of a person to a career position from which he/she has, through no delinquency or misconduct, been separated therefrom. The employee has a vested right to his/her former item, hence, he/she is deemed not to have left the service and therefore has no gap in the service. He/she shall be entitled to payment of back salaries including allowances and all benefits which would have accrued if he/she has not been separated. A copy of the decision shall be furnished the CSC RO/CSC FO concerned for record purposes.

The appointment of the employee hired to fill the position of an employee with pending appeal of his/her dismissal or separation from the service shall bear a colatilla that his/her appointment is subject to the outcome of the case.

- e. Demotion as a result of a disciplinary action – the adjustment of the salary of an employee to the next lower salary grade **with the same salary step**. A notice of salary adjustment shall be issued.

Illustrative Example:

*A Notice of Salary Adjustment shall be issued to the demoted employee adjusting his/her salary **as Administrative Officer II from SG 11, Step 2 to SG 10, Step 2.***

- f. Positions marked as coterminous with the incumbent (CTI) as a result of rationalization or reorganization of the agency – A person issued with a permanent appointment whose position is marked as CTI (coterminous with the incumbent) as a result of rationalization or reorganization of his/her agency shall retain his/her permanent status until he/she is appointed/promoted to another position, or resigns or retires from the service. The CTI status of the position shall be reflected in the Plantilla of Personnel of the agency.

In case of promotion or separation from the service through retirement, resignation, transfer, death of the incumbent, the position marked as CTI shall automatically be abolished.

Sec. 13. Other Human Resource Actions. The following human resource actions which will not require the issuance of an appointment shall nevertheless require an Office Order issued by the appointing officer/authority:

³⁰ CSC and DBM Joint Circular No. 1, s. 2012 dated September 3, 2012 on the Rules and Regulations on the Grant of Step Increment/s Due to Meritorious Performance and Step Increment Due to Length of Service

- a. Reassignment — movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

Reassignment shall be governed by the following:

1. Reassignment of employees with station-specific place of work indicated in their respective appointments within the geographical location of the agency shall be allowed only for a maximum period of one (1) year. The restoration or return to the original post/assignment shall be automatic without the need of any order of restoration/revocation of the order of reassignment.

The reassigned employee who is restored to his/her original post/assignment pursuant to the decision of the Commission shall not be reassigned within one (1) year reckoned from the date of restoration to the original post/assignment. Otherwise, the appointing officer/authority or the authorized official who caused the subsequent reassignment within 1 year from the date of restoration may be cited for indirect contempt by the Commission as provided in Rule 16 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

An appointment is considered station-specific when: (a) the particular office or station where the position is located is specifically indicated on the face of the appointment paper; or (b) the position title already specifies the station, such as Human Resource Management Officer, Accountant, Budget Officer, Assessor, Social Welfare and Development Officer, and such other positions with organizational unit/station-specific function. Such position titles are considered station-specific even if the place of assignment is not indicated on the face of the appointment.

2. If an appointment is not station-specific, the one-year maximum period of reassignment within the geographical location of the agency shall not apply. However, the employee concerned may request for a recall of the reassignment citing his/her reasons why he/she wants to go back to his/her original station. The reassignment may also be revoked or recalled by the appointing officer/authority or be declared not valid by the Civil Service Commission or a competent court, on appeal.
3. Reassignment is presumed to be regular and made in the interest or exigency of public service³¹ unless proven otherwise or if it constitutes constructive dismissal. Constructive dismissal exists when an official or employee quits his/her work because of the agency head's unreasonable, humiliating, or demeaning actuations, which render

³¹ Situations wherein there will be disruption in the delivery of basic or vital services or emergency/crisis situation or there is a need to respond to the demands of public service.

continued work impossible because of geographic location, financial dislocation and performance of other duties and responsibilities inconsistent with those attached to the position. Hence, the employee is deemed illegally dismissed. This may occur although there is no diminution or reduction in rank, status or salary of the employee.

Reassignment that constitutes constructive dismissal may be any of the following:

- i. Reassignment of an employee to perform duties and responsibilities inconsistent with the duties and responsibilities of his/her position such as from a position of dignity to a more servile or menial job;
- ii. Reassignment to an office not in the existing organizational structure;
- iii. Reassignment to an existing office but the employee is not given any definite set of duties and responsibilities;
- iv. Reassignment that will cause significant financial dislocation or will cause difficulty or hardship on the part of the employee because of geographic location; or
- v. Reassignment that is done indiscriminately or whimsically because the law is not intended as a convenient shield for the appointing/disciplining officer to harass or oppress a subordinate on the pretext of advancing and promoting public interest such as reassignment of employees twice within a year, or reassignment of career service officials and employees with valid appointments during change of administration of elective and appointive officials.

Reassignment that results in constructive dismissal must be sufficiently established.

4. The employee may appeal the reassignment order within 15 days upon receipt thereof to the Commission or CSC RO with jurisdiction, as provided under specific law, if he/she believes there is no justification for the reassignment. Pending appeal, the reassignment shall not be executory.³² The Decision of the CSC RO may be further appealed to the Commission within 15 days from receipt thereof.
5. Reassignment of public health workers, public social workers, public school teachers and all other professions covered by special laws shall be governed by their respective laws. However, the rules herein mentioned shall be applied suppletorily.

³² CSC vs. Pacheo, G.R. No. 178021, January 25, 2012

- b. Detail — temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

Detail shall be governed by the following rules:

1. The detailed employee shall receive his/her salary only from his/her parent department/agency.
2. Detail without consent shall be allowed only for a period of one (1) year.
3. Detail with consent shall be allowed for a maximum of three (3) years. The extension or renewal of the detail shall be discretionary on the part of the parent agency.
4. Detail from one department or agency to another shall be covered by an agreement manifesting the arrangement between the agency heads that it shall not result in reduction in rank, status or salary of the employee, the duration of the detail, duties to be assigned to the employee and responsibilities of the parent agency and receiving agency.
5. The employee may appeal the detail order within 15 days upon receipt to the Commission or CSC RO with jurisdiction if he/she believes there is no justification for the detail. Pending appeal, the detail order shall be executory unless otherwise ordered by the Commission. The decision of the said CSC RO may be further appealed to the Commission within 15 days from receipt.
6. During the period of the detail, the parent agency relinquishes administrative supervision and control over the detailed employee to the receiving agency. In this regard, the receiving agency has the following responsibilities: to monitor the punctuality and attendance of the employee, approve requests for leave, evaluate the employee's performance, grant the authority to travel and exercise other acts necessary to effectively supervise the employee; provided, a report on said matters is submitted to the parent agency for record purposes.
7. The detailed employee shall be designated by the receiving agency to a position whose duties are comparable to his/her position in the parent agency. However, he/she shall not be designated to a position exercising control or supervision over regular and career employees of the receiving agency.
8. Prior to the effectivity of the detail, the parent agency shall furnish a certification of the available sick and vacation leave credits of the detailed employee to the receiving agency. In the event the receiving agency approves requests for leave by the detailed employee, a copy of the same shall be submitted to the parent agency.

9. The authority to discipline the detailed employee is still vested in the appointing officer/authority of the parent agency where he/she belongs. As used herein, the authority to discipline includes the determination of the existence of a *prima facie* case against the detailed employee, issuance of a formal charge, issuance of the order of preventive suspension if the case so warrants, conduct of formal investigation, and rendering of the decision on the administrative case.

With respect to the administrative case arising from acts done by the employee in the receiving agency, said agency shall have the right to initiate or file the complaint against the detailed employee subject to the provisions of the 2017 Rules on Administrative Cases in the Civil Service (RACCS).

10. All human resource actions and movements, including monetization of leave credits, concerning the detailed employee, shall still be under the jurisdiction of the parent agency notwithstanding that the employee is detailed in another agency.
- c. Designation — movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position³³ on a concurrent capacity or on full-time basis.

A designation in an acting capacity entails not only the exercise of the ministerial functions attached to the position but also the exercise of discretion since the person designated is deemed to be the incumbent of the position³⁴.

Officials designated as Officer-in-Charge (OIC) enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC, unless the designation order issued by the proper appointing officer/authority expressly includes the power to issue appointment³⁵.

Designation shall be governed by the following rules:

1. Employees to be designated should hold permanent appointments to career positions.

³³ Designation as officers or members of Committees such as BAC, HRMPSB, PMT are not subject to this rule.

³⁴ CSC Resolution No. 000778 (Vitriolo, Julito D., Re: Query; Position Title; Nomenclature Distinction between Acting and OIC) promulgated on March 24, 2000.

³⁵ *Ibid.*

2. Designees can only be designated to positions within the level they are currently occupying. Employees holding first level positions can not be designated to perform the duties of second level positions except in meritorious cases as determined by the CSC Regional Office upon request for exemption by the agency concerned, such as organizational set-up, calamity, and due to exigency of the service. This exception shall not apply to positions involving supervisory and executive managerial functions. Division Chiefs may be designated to perform the duties of second level executive/managerial or third level positions.
3. For positions with incumbents who temporarily can not perform the duties of the position (due to vacation or sick leave, study leave, scholarship, maternity leave, special assignments), the designation should be synchronized with the absence of the incumbent, unless earlier revoked or recalled by the appointing officer/authority. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.
4. For positions without incumbents, a designation may be made only for a maximum of one (1) year. However, the designation of employees may be renewed every year in the exigency of the service but not to exceed two (2) years.
5. Designations shall be made through an office order issued by the appointing officer/authority concerned.
6. For designation to critical positions in the local government units such as Provincial/City/Municipal Government Department Head, a copy of the office order shall be furnished by the HRMOs of the LGUs to the CSC FO concerned **within thirty (30) days upon its issuance**. Employees designated to positions with duties involving practice of profession shall be required to possess the necessary professional license.
7. Designees cannot be granted the salaries of the positions they are being designated to. However, allowances that go with the performance of the functions such as RATA (Representation and Transportation Allowance) or EME (Extraordinary and Miscellaneous Expenses) may be granted as provided under the provisions of the General Appropriations Act (GAA) or appropriation ordinance of the respective local sanggunian; provided, the grant of the same is specifically stated in the designation order.
8. Only experience gained from designation compliant with the abovestated rules shall be credited as relevant experience for purposes of appointment.

PROBATIONARY PERIOD

Sec. 14. Original appointees in the career service with permanent status of appointment, shall undergo probationary period for a thorough assessment of his/her performance and character. The duration of probationary period is generally six (6) months or depending on the duration of the probationary period as required by the position.

Probationary period refers to the period of actual service following the issuance of a permanent appointment wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the Position Description Form (PDF).

The probationary period shall cover the following employees:

- a. Those who are issued original appointments under permanent status in the career service and who meet all the requirements of the positions;
- b. Non-career service employees who are reappointed/reemployed to a career position under permanent status;
- c. Temporary appointees who after meeting the eligibility requirements for a permanent appointment in the career service are reappointed (change of status to permanent);
- d. Those who are reemployed under permanent status;
- e. First-time appointees to closed career positions (faculty and academic staff in state universities and colleges/local colleges and universities, Scientist), unless otherwise provided under the agency Charter;
- f. Appointees to teaching positions under provisional status shall undergo a probationary period for not less than one (1) year from the date of the original provisional appointment³⁶;
- g. Appointees to Category III positions as provided in CSC MC No. 11, s. 1996, as amended shall be under probation for a period of one (1) year; and
- h. Appointees whose positions require probationary period as may be provided by law.

A notation that the appointee is under probation for a specified period shall be indicated in the appointment issued.

The following employees shall be exempted from undergoing probationary period:

- a. Teachers who, prior to issuance of permanent appointments, have acquired adequate training and professional preparation in any school recognized by the government, and possess the appropriate civil service eligibility pursuant to Section 4 of Republic Act No. 4670;

³⁶ Section 4, RA No. 4670 (Magna Carta for Public School Teachers)

- b. First-time appointees to closed career positions in SUCs, and scientific and research institutions if so provided under their agency Charters; and
- c. Appointees to positions exempted from the probationary period as may be provided by law.

Sec. 15. To facilitate the review and monitoring of employee performance, the performance targets and work output standards of a probationer shall be set, agreed upon and duly signed by the probationer, the immediate supervisor (rater), and the head of agency within five (5) days upon appointee’s assumption to duty.

The appointee’s performance during the probationary period shall be reviewed as follows:

- a. The immediate supervisor (rater) shall regularly gather feedback on the appointee’s performance, and conduct feedback sessions to determine appropriate interventions to improve the appointee’s performance;
- b. The performance appraisal/evaluation shall be done at least twice during the probationary period and within every three (3) months or six (6) months, depending on the duration of the probationary period, as required by the position;
- c. The performance review shall be conducted within 10 days before the end of every rating period during the probationary period.

Illustrative Examples:

Employee A	
Date of appointment:	July 7, 2016
Assumption to duty:	July 14, 2016
Probationary period:	6 months
Duration:	July 14, 2016 – January 13, 2017
Setting of performance targets:	July 14, 2016 – July 18, 2016
Performance periods:	
1st to 3rd month:	July 14, 2016 – October 13, 2016
Evaluation period:	September 24, 2016 – October 4, 2016
4th to 6th months:	October 14, 2016 – January 13, 2017
Evaluation period:	December 20, 2016 – December 29, 2016

Employee B	
Date of appointment:	August 22, 2016
Assumption to duty:	August 23, 2016
Probationary period:	12 months
Duration:	August 23, 2016 – August 22, 2017
Setting of performance targets:	August 23, 2016 – August 27, 2016
Performance periods:	
1st to 6th month:	August 23, 2016 – February 22, 2017
Evaluation period:	February 2, 2017 – February 12, 2017
7th to 12th month:	February 23, 2017 – August 22, 2017
Evaluation period:	July 28, 2017 – August 7, 2017

- d. The critical factors to be reviewed shall be based on the performance dimensions indicated in the agency Strategic Performance Management System (SPMS) and may include competency (knowledge, skills and attitude), and job-related critical incidents, such as habitual tardiness and continuous absence from work;
- e. The performance evaluation report shall be reviewed and certified by the agency Performance Management Team (PMT) or any duly constituted review committee; and
- f. The probationers shall be furnished with copies of the records of feedback, job-related critical incidents, and performance evaluation reports with comments on their capability to meet the performance targets and work output standards and/or recommendation for the continuity of the permanent appointment of the probationer. Corresponding copies shall be included in the 201 file of the appointees.

Sec. 16. The services of the appointee can be terminated for unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period as required by the position.

Unsatisfactory conduct or behavior refers to the failure of the appointee to observe propriety in his/her acts, behavior and human/public relations, and to irregular punctuality and attendance while performing their duties and responsibilities during the probationary period. This may include cases of neglect of duty, misconduct, insubordination, habitual tardiness and absenteeism.

On the other hand, want of capacity shall refer to the failure of the appointee during the probationary period to perform the duties and responsibilities based on standards of work outputs agreed upon and reflected in the duly signed performance targets despite the developmental intervention provided by the immediate supervisor.

The appointee shall be issued a notice of termination of service by the appointing officer/authority within fifteen (15) days immediately after it was proven that he/she demonstrated unsatisfactory conduct or want of capacity before the end of the second performance review on the sixth (6th) month or depending on the duration of the probationary period. Such notice shall state, among other things, the

reasons for the termination of service³⁷ and shall be supported by at least two of the following:

1. Performance Evaluation Report;
2. Report of the immediate supervisor (rater) on job-related critical and unusual incidents and on unsatisfactory conduct or behavior of the appointee; or
3. Other valid documents that may support the notice of termination of service.

The notice of termination of service shall be executory after fifteen (15) days from receipt of the employee concerned. The same may be appealed to the CSC RO concerned, within fifteen (15) days from receipt of notice but shall be executory pending appeal. A copy of the Notice of Termination of Service shall be included in the 201 file of the appointee and furnished the CSC FO concerned for recording in the Service Card.

If no notice of termination of office is given by the appointing officer/authority to the employee before the expiration of the six-month or depending on the duration of the probationary period, the probationer becomes a regular employee of the agency concerned.

RULE VI EFFECTIVITY AND SUBMISSION OF APPOINTMENTS

Sec. 17. An appointment issued in accordance with pertinent laws and rules shall take effect immediately on the date it was signed by the appointing officer/authority. The date of signing shall be indicated below the signature of the appointing officer/authority in the appointment form.

The date of the appointment shall not fall on a Saturday, Sunday or holiday, except in cases where the date of issuance is specifically provided in a special law such as in the appointment of personal and confidential staff of Constitutional officials and elective officials and where the service should not constitute a gap such as in transfer and reappointment.

Illustrative Example:

Personal and confidential staff of reelected officials where July 1 is a Saturday or Sunday shall reflect July 1 as the date of issuance of appointment.

If the appointee has taken his/her oath of office and assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval/validation of his/her appointment by the Commission. The appointment shall remain effective until disapproved/invalidated by the Commission. In no case shall an

³⁷ Land Bank of the Philippines vs. Paden, G.R. No. 157607, July 7, 2009

appointment take effect earlier than the date it was signed except in cases authorized by law.³⁸

No official or employee shall be required to assume the duties and responsibilities of the position without being furnished with a copy of his/her appointment by the HRMO after it is signed by the appointing officer/authority. The appointee shall acknowledge receipt of the appointment by signing on the acknowledgment portion at the back of the appointment form.

The appointment of officials or employees who are on official leave of absence, training or scholarship grant, shall be effective upon assumption or upon return from official leave of absence, scholarship or training.

Sec. 18. In the case of local government units, the appointment issued by the appointing officer/authority to a department head position requires the concurrence of the majority of all the members of the local sanggunian. **The appointing officer/authority shall submit the appointment to the local sanggunian for concurrence within seven (7) calendar days upon issuance. Failure to submit the appointment to the sanggunian within the prescribed period may render the person/s responsible administratively liable.**

If the sanggunian does not act on the appointment within fifteen (15) calendar days from the date of its submission, said appointment shall be deemed **concurred**.

The effectivity date of the appointment shall be the date of the signing of the appointing officer/authority which shall end the moment the local sanggunian rejects or disapproves it. **The services rendered after the rejection shall not be considered government service and the payment of salaries shall be the liability of the appointing officer/authority.**

In case the appointment is not submitted to the local sanggunian for concurrence and the same is later on disapproved or invalidated by the Commission, the appointment shall not be considered effective from the date of issuance.

Sec. 19. An appointment shall be submitted to the Commission within thirty (30) calendar days from the date of issuance. In case of appointments issued by accredited/deregulated agencies, the Report on Appointments Issued (RAI) together with the original CSC copy of appointments issued during the month and the required attachments shall be submitted on or before the 30th day of the succeeding month.

The delay in the submission of appointment or RAI to the CSC FO or CSC RO shall not be taken against the appointee. The effective date of appointment shall not be adjusted based on the delay, thus the original date of appointment shall be retained. However, the responsible official/s who caused the delay in the submission

³⁸ Examples are those appointments issued in cases of absorption of human resources of agencies which transitioned from being private entity to government agency such as the Local Water Districts and the Duty Free Philippines Corporation and for special meritorious promotion of Special Action Force personnel involved in Mamasapano encounter where appointments took effect on the date the act was done.

or non-submission of the appointment may be held administratively liable for neglect of duty³⁹.

Furthermore, the delay in the submission or non-submission of RAI may be reflected by the CSC Field Director concerned as a critical incident in the Agency Capability Evaluation Card (ACEC)⁴⁰ and may result in the revocation of the accredited/deregulated status of the agency.

The appointee, whose appointment was submitted to the Commission beyond the prescribed 30-day period shall be entitled to the payment of salary from the government immediately following the effectivity of the appointment and assumption to duty. The services rendered by the appointee shall be credited as government service.

Sec. 20. An appointment issued by the appointing officer/authority may be cancelled if the appointee does not assume office or report within thirty (30) calendar days from receipt of the written notice of the appointment.

The cancellation of the appointment shall be reported to the Commission for record purposes. The position is automatically deemed vacant upon cancellation of the appointment by the appointing officer/authority without the need for an approval or declaration by the Commission. The appointing officer/authority may select from among the top ranking candidates for the position or order the re-publication of the vacant position pursuant to RA No. 7041.

Officials or employees who are on official leave of absence, training or scholarship grant, whose appointment shall be effective upon assumption or upon return from official leave of absence, scholarship or training, shall be exempt from this provision.

If the appointee is not allowed to assume office by the appointing officer/authority or other officials concerned despite his/her receipt of the appointment, or submission thereof to the Commission for approval, the official/s or employee/s who caused the non-assumption of the appointee shall be held administratively liable therefor.

Sec. 21. In the case of temporary appointment, the twelve-month period of its effectivity shall be reckoned from the date of the issuance of the appointment and not from the date the appointee assumed the duties of the position.

Sec. 22. The services rendered by any person who was required to assume the duties and responsibilities of any position without an appointment having been issued by the appointing officer/authority shall not be credited nor recognized by the Commission and the payment of salaries and other benefits shall be the personal liability of the person who made him/her assume office.

³⁹ Obiasca vs. Basallote, G.R. No. 176707, February 17, 2010

⁴⁰ The ACEC shall be updated regularly by the CSC Field Directors pursuant to CSC Memorandum Circular No. 3, s. 2012.

Sec. 23. The date of the actual assumption of duties of the appointee, as indicated in the Certification of Assumption to Duty (CS Form No. 4, Series of 2017), shall be the basis for the payment of his/her salary and determination of service rendered in government. This shall be submitted to the CSC FO concerned for proper notation in the service card of the appointee.

Illustrative Examples:

- a) *A Transfer appointment was issued on April 15, 2016. Employee's service in the previous agency was until May 15, 2016. Assumption to duty in the new agency was on May 16, 2016. The payment of salary in the new agency shall be reckoned on the day of the assumption, which was on May 16, 2016. The service record should likewise reflect May 16, 2016 as the first day in the new agency. The service record in the previous agency should reflect May 15, 2016 as the last day of service prior to transfer.*
- b) *Promotional appointment was issued on June 1, 2016. The employee assumed the function of his/her position on July 1, 2016. The payment of salary to the new position shall be reckoned on the day of the assumption. The service record should likewise reflect July 1, 2016 as the reckoning date of service to the said position.*

RULE VII
PUBLICATION AND POSTING OF VACANT POSITIONS

Sec. 24. Vacant positions in the career service, **including vacant executive/managerial positions in the second level that are authorized to be filled, together with their corresponding qualification standards and plantilla item numbers**, shall be published and posted in three (3) conspicuous places for a period of at least ten (10) calendar days for NGAs, SUCs and GOCCs with original charters in accordance with the provisions of RA No. 7041 and its implementing guidelines, and not less than fifteen (15) calendar days for local government units pursuant to Section 80(a), Title Three, Book I of RA No. 7160.

Sec. 25. All agencies shall submit a list of their vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers (**CS Form No. 9, Revised 2018**) in electronic and printed copies to the CSC FO concerned. The printed copy shall be posted by the CSC FO in its bulletin board. The electronic copy shall be forwarded to the CSC RO concerned which shall publish the same in the CSC Bulletin of Vacant Positions in the Government in the CSC website.

In addition, agencies may publish vacant positions **through other modes such as** in the agency website, newspaper (**local and/or national**) and other job search websites. **The reckoning date of publication will be the publication/republication date, regardless of the mode, as certified by the HRMO; Provided, that a request for publication of vacant position/s has been**

filed at the CSC FO on the same day of publication in the agency website or newspaper or other job search websites.

Any incorrect information in the publication of vacant positions, i.e., item number, position title or qualification standards shall be a ground for the disapproval/invalidation of appointments.

Sec. 26. The following positions are exempt from the publication and posting requirements:

- a. Primarily confidential;
- b. Policy-determining;
- c. Highly technical which includes the faculty and academic staff of state/local colleges and universities, and scientific and technical positions in scientific and research institutions with established merit systems;
- d. Coterminous with that of the appointing officer/authority, including other non-career positions such as contractual and casual identified under Section 9, Subtitle A, Title I, Book V of EO No. 292;
- e. Reappointment (change of status to permanent) of those appointed on temporary status for Category II positions under CSC MC No. 11, s. 1996⁴¹, as amended; or
- f. Reappointment (renewal) of those appointed on temporary status for Medical Officer/Specialist positions pursuant to PD No. 1424, Further Amending RA No. 1243, As Amended by RA No. 2251, otherwise known as the "Hospital Residency Law";**
- g. Those to be filled by existing regular employees in the agency in case of reorganization/rationalization; provided, the approved staffing pattern is posted in the agency bulletin boards and other conspicuous places in its central and regional/field offices.**

Sec. 27. The qualification standards of the parenthetical title should be used in the publication of vacant generic positions.

Illustrative example:

Administrative Aide III (Driver I) SG-3

Education : Elementary School Graduate
Experience : None Required
Training : None Required
Eligibility : Driver's License (CSC MC No. 11, s.1996, as amended, Cat. IV)

Sec. 28. All positions occupied by holders of temporary appointments, except positions under Category II of CSC MC No. 11, s. 1996, as amended, shall be

⁴¹ Classification of positions where the required eligibility can be obtained by completion of one (1) year of Very Satisfactory actual performance.

continuously posted in 3 conspicuous places in the agency and published in the CSC Bulletin of Vacant Positions until filled by permanent appointees.

Sec. 29. The publication of a particular vacant position shall be valid until filled but not to extend beyond nine (9) months reckoned from the date the vacant position was published.

Should no appointment be issued within the nine-month period, the agency has to cause the re-publication and re-posting of the vacant position.

Sec. 30. Anticipated vacancies may be published in case of retirement, resignation, or transfer. The publication should not be earlier than 30 days prior to retirement, resignation, or transfer.

RULE VIII QUALIFICATION STANDARDS

Part I. General Policies

Sec. 31. The qualification standards are the minimum and basic requirements for positions in the government in terms of education, training, experience, Civil Service eligibility, physical fitness and other qualities required for successful performance of the duties of the position. These shall serve as the basic guide in the selection of the employees and in the evaluation of appointments to all positions in the government.

The establishment, administration and maintenance of qualification standards shall be the responsibility of the department or agency, with the assistance and approval of the Civil Service Commission.

Agencies are encouraged to set specific or higher standards for their positions, including the required competencies. These standards shall be submitted to the Commission for approval, and once approved, the agency shall uniformly and consistently adopt these in the selection and appointment of employees. The approved qualification standards shall be adopted by the Civil Service Commission in the attestation of appointments of the agency concerned.

Agencies that are authorized by their charters to establish their own qualification standards shall do so in accordance with the Civil Service Commission's guidelines. Their qualification standards shall be submitted for confirmation/notation of the Civil Service Commission.

Sec. 32. Qualification standards shall be established for all positions in the Index of Occupational Service (IOS), Position Titles and Salary Grades or positions subsequently created and approved in accordance with existing laws, policies, rules and regulations. Qualification standards which have been established and approved by the Commission for positions in a particular sector may be adopted for the same position titles in other government sectors without need for prior approval of the Civil Service Commission.

Sec. 33. All agency positions should be included in the approved Qualification Standards Manual of the agency concerned, or if unique to the agency, should have a qualification standards approved/confirmed⁴² by the Civil Service Commission.

An appointment to a position without an approved/confirmed qualification standards by the Civil Service Commission, as the case may be, shall be disapproved/invalidated.

Sec. 34. Qualification standards for certain positions that are prescribed by a special law, such as Foreign Service Act (RA No. 7157), PNP Act (RA No. 8551), BFP/BJMP Act (RA No. 9263, as amended by RA No. 9592), Local Government Code of 1991 (RA No. 7160), shall prevail. However, in instances when any of the education, training, experience or Civil Service eligibility is not provided under the law, the lacking requirement/s shall be proposed and submitted by the agency concerned to CSC for approval.

The qualification standards for department head and assistant department head positions (mandatory or optional) in LGUs, considered as executive/managerial positions, shall be those prescribed by RA No. 7160 and other special laws. For newly-created department head and assistant department head positions, the qualification standards shall be equivalent or comparable to those prescribed by RA No. 7160.

Sec. 35. Appointees to career service positions must meet the education, training, experience, eligibility, and competency requirements prescribed in the Qualification Standards manual or CSC-approved agency qualification standards for their positions at the time of the issuance of the appointment.

Sec. 36. Qualification standards for positions, which may include competencies (knowledge, skills and attitudes), shall be established based on the set of duties and responsibilities indicated in the Position Description Form (PDF), which the Department of Budget and Management or the Governance Commission for GOCCs used in the classification and salary grade allocation of the position.

Sec. 37. Appointees to casual, contractual, and coterminous positions that are not primarily confidential in nature must meet the education, training and experience requirements of the positions as proposed by the respective Agency heads and approved by the Civil Service Commission. Pending the submission and approval of the agency qualification standards, the qualification requirements provided under the CSC Qualification Standards Manual shall be used as bases in the attestation of these non-career appointments.

Eligibility is not required for appointment to casual, contractual, and coterminous positions but preference should be given to civil service eligibles. However, if the duties of the position involve the practice of a profession regulated by the Philippine Bar/Board or special laws, and/or require licenses such as those

⁴² Agencies with specific provision in their Charters/special laws exempting them from existing law, rules and regulations on qualification standards shall likewise submit their QS to CSC for confirmation/notation.

required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, the corresponding professional license and/or certificate of registration shall be required.

Sec. 38. Appointees to primarily confidential/personal staff positions are exempt from the qualification requirements, except those whose duties involve the practice of a profession regulated by the Philippine Bar/Board laws and/or require licenses such as those required for positions listed under Category IV of CSC MC No. 11, s. 1996, as amended, and those specifically required by a special law, such as the positions of Provincial/City/Municipal Administrator, Information Officer and Legal Officer required under specific provisions of the 1991 Local Government Code to have “first grade civil service eligibility” or its equivalent and RA No. 1080 (Bar) eligibility, respectively.

Sec. 39. Incumbents of positions under permanent status who are reappointed to the same or comparable positions⁴³ during reorganization, rationalization or recategorization and other similar events are considered as having met the qualification standards for the position.

Sec. 40. The qualification standards for division chief and executive/managerial positions shall primarily take into consideration education, experience, training, eligibility and leadership competencies.

Sec. 41. An agency which requests approval of Qualification Standards for a particular position/s shall comply with the following requirements:

- a. Endorsement letter by the Agency Head;
- b. Charter of the agency;
- c. Organizational and Functional Chart of the Office or unit where the position/s belong;
- d. Plantilla of Positions or Staffing Pattern approved by the DBM or Governance Commission for GOCCs (GCG), or Sanggunian;
- e. Statement of duties and responsibilities of the position indicated in the Position Description Form (PDF) or Job Description (JD) certified by the Agency HRMO;
- f. If the position is newly created:
 1. Letter of approval by the DBM for NGAs and SUCs; or
 2. Board Resolution and Memorandum Order by the GCG for GOCCs with original charter; or
 3. Sanggunian Ordinance approving the creation of position for LGUs.
- g. Proposed Qualification Standards (in printed and electronic copy)

Part II. On Education

⁴³ Item 1 of CSC Memorandum Circular No. 3, s. 2014 dated February 6, 2014 clarified that “Comparable position is determined based not solely on salary grade but also on the duties and responsibilities of the positions and level of position in the organizational structure or plantilla of the agency. Positions may be considered to be comparable if they belong to the same occupational grouping and the duties and responsibilities of the positions are similar and/or related to each other.”

Sec. 42. Education refers to the formal or non-formal academic, technical, or vocational studies that will enable the candidate to successfully perform the duties and responsibilities indicated in the Position Description Form (PDF) (DBM-CSC Form No. 1, Revised 2017) of the position to be filled.

Sec. 43. Certificates of completion of non-formal education issued by the Department of Education shall be considered valid documents for appointment to positions requiring completion of elementary or high school education, provided, that other requirements of the positions are met.

Sec. 44. For one to meet the two years studies in college requirement in the Qualification Standards Manual, one must have earned from a CHED-recognized institution at least 72 academic units leading to a degree or has completed a relevant two-year collegiate/technical course.

Sec. 45. Certificates issued by the schools deputized by the CHED on having completed a bachelor's degree under the Expanded Tertiary Education Equivalency and Accreditation Program⁴⁴ shall be considered valid documents for meeting the education requirement for positions requiring completion of a bachelor's degree.

Sec. 46. Certifications issued by the schools deputized by CHED showing completion of at least 72 academic units leading to a degree under the Expanded Tertiary Education Equivalency and Accreditation Program shall be considered valid documents for meeting the education requirement for positions requiring completion of two years studies in college.

Sec. 47. Certification issued by CHED that a one-year diploma post-graduate course acquired from foreign or local institutions is equivalent to a master's degree shall be considered appropriate for meeting the education requirement for appointment to division chief and executive/managerial position.

Sec. 48. Certification issued by CHED that a degree obtained from foreign schools is equivalent to a bachelor's or master's degree shall be considered valid document for meeting the education requirement for positions requiring completion of a bachelor's or master's degree.

Sec. 49. To meet the relevant bachelor's degree requirement in the Qualification Standards Manual, the appointee must have completed from a CHED-recognized college or university a bachelor's degree whose curriculum either includes, or is supplemented by, 12 academic units of the subject or course, which will enable the candidate to successfully perform the duties and responsibilities of the position to be filled in the Position Description Form.

Sec. 50. A graduate of the Master's degree or Certificate in Leadership and Management (C-Pro) from the CSC shall be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.

⁴⁴ Executive Order No. 330, dated May 10, 1996

Sec. 51. Completion of the degrees of Bachelor of Laws and Doctor of Medicine from a CHED-recognized institution shall be considered appropriate education for appointment to division chief and executive/managerial positions or other positions requiring a master's degree, the duties of which do not involve practice of profession covered by bar/board laws.

Sec. 52. RA No. 1080 eligibles shall be exempt from the master's degree requirement for division chief and executive/managerial positions the duties and responsibilities of which involve practice of profession or belong to the same occupational group or functionally related positions as that of the professions regulated by Bar or Board laws.

However, a master's degree shall be required if the executive/managerial or division chief position does not involve practice of profession or does not belong to the same occupational group or functionally related positions as that of the professions regulated by Bar/Board laws; provided that, this does not apply to lawyers and doctors.

Sec. 53. Career Executive Service (CES) or Career Service Executive (CSE) eligibles shall likewise be considered to have met the master's degree requirement for purposes of meeting the education requirement for division chief and executive/managerial positions.

Sec. 54. Those who have been allowed to register and are issued certificate of registration or valid professional license of a specific board law shall be considered as having met the educational requirements for appointments to positions covered by the corresponding board law or other functionally related positions that do not involve the practice of other professions covered by bar/board laws.

Sec. 55. Those who were allowed to take the Career Service Professional and Subprofessional examinations on or before November 29, 1992 shall be considered as having met the education requirement for appointment to corresponding level of position not covered by bar/board laws.

Part III. On Experience

Sec. 56. Experience refers to the previous jobs in either the government or private sector, whether full-time or part-time, which, as certified by the Human Resource Management Officer or authorized officials of the previous employer, are functionally related to the duties in the PDF of the position to be filled.

Sec. 57. Relevant experience acquired through a Job Order or Contract of Service covered by a contract or a Memorandum of Agreement may be considered for meeting the experience requirement.

Sec. 58. Relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement.

Sec. 59. Experience in first level positions may be considered for meeting the experience requirement of second level positions when acquired in the same occupational group or functionally related positions.

Sec. 60. Relevant experience acquired through a designation covered by an Office or Memorandum Order may be considered for meeting the experience requirement.

Part IV. On Training

Sec. 61. Training refers to formal or non-formal training courses and HRD interventions such as coaching, mentoring, job rotation, seminars, workshops, and others that are part of the employee's Individual Development Plan/Career Development Plan. These trainings/learning and development interventions are intended to enable the candidate to successfully perform the duties and responsibilities as indicated in the PDF or Job Description (JD) of the position to be filled. These are evidenced by the Learning and Development Plan/Coaching and Mentoring Program approved by the agency head and Certificates issued by the HRMO or authorized official from the government or private sector.

Sec. 62. Continuous learning and development shall be espoused by the Civil Service Commission. Agency heads shall ensure that each employee shall have undergone at least one planned human resource development intervention during the year⁴⁵. A minimum of forty (40) hours supervisory/ management training or learning and development intervention per year based on the Learning and Development Plan of the agency should be provided by the agency to incumbents of supervisory and managerial positions.

Sec. 63. Training may be acquired from any of the following institutions:

- a. Any CSC accredited learning and development institutions⁴⁶;
- b. Government training institutions;
- c. Non-accredited private training institution offering training of highly technical/specialized nature;
- d. Local training institution that is internationally acclaimed for meeting the global standards of excellence in training;
- e. Institution recognized by Commission on Higher Education (CHED) as Center of Excellence (COE) or Development (COD);
- f. Foreign institution that offers training for scholarship purposes or for personal advancement of participants; or
- g. Other institutions that partner with the Civil Service Commission in building capabilities of civil servants.

Sec. 64. Training acquired from any of the afore-mentioned institutions must be relevant to the position to be filled and aligned with the strategy map or development goal of the institution or organization.

⁴⁵ Item (e), Section 7, Rule VIII, Omnibus Rules Implementing Book V of Executive Order No. 292

⁴⁶ List of CSC accredited training institutions which offer HROD and/or Leadership programs is posted at the CSC website

Sec. 65. Attendance to annual agency planning sessions/workshops/conferences as a requirement for operations and/or services rendered as facilitator/resource person in seminars/workshops/trainings shall not be considered for meeting the training requirements.

In house agency-initiated or in-service training/learning and development intervention shall be considered for purposes of meeting the training requirement of positions.

Sec. 66. The learning and development/training required for Division Chief and comparable positions shall be 40 hours of supervisory/management learning and development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment.

Sec. 67. Generally, the training required for executive/managerial positions in the second level shall be 120 hours of supervisory/management learning and development intervention undertaken within the last five (5) years reckoned from the date of issuance of appointment.

Management training includes, courses, workshops, seminars and other learning and development interventions that develop and/or enhance knowledge, skills and attitude to enable successful performance of management functions such as planning, organizing, directing, controlling, coordinating and overseeing the activities of an organization, a unit thereof or a group. It is intended to develop/enhance leadership competencies⁴⁷ to prepare managers in managing people and work.

Sec. 68. For executive/managerial positions in the second level with duties and responsibilities involving practice of profession, the Mandatory Continuing Legal Education (MCLE) for Bar passers, the Continuing Professional Education/Development (CPE/CPD) for licensed professionals or trainings relevant to practice of profession may constitute for a maximum of 40 hours of technical training and the remaining 80 hours shall be management trainings taken within the last five (5) years reckoned from the date of issuance of appointment.

Illustrative Examples:

a) *Director IV (SG-28) of Office for Legal Affairs*

Training Requirement: 40 hours of Mandatory Continuing Legal Education and 80 hours of management training

b) *Director III (SG-27) of Accounting Department*

Training Requirement: 40 hours of Continuing Professional Education for Accountants or technical training on Accountancy and 80 hours of management training

⁴⁷ Building Collaborative, Inclusive Working Relationships, Managing Performance and Coaching for Results, Leading Change, Thinking Strategically and Creatively, and Creating and Nurturing a High Performing Organization

Sec. 69. Executive/managerial positions in the second level with duties and responsibilities which are highly-specialized in nature as shown in their PDF/JD may require trainings which are highly technical and/or highly-specialized. These highly technical/highly-specialized trainings shall make up for the 120 hours of management and technical training where a maximum of 80 hours shall be for technical training and the minimum of 40 hours shall be management trainings taken within the last five (5) years reckoned from the date of issuance of appointment.

Illustrative Examples:

a. *Chief Information Officer (SG-27)*

*Training Requirement: 120 hours training
40 hours of which should involve management and
80 hours training in systems development life
cycles, i.e. CMMI and ITIL standards, IT Resources
Management Administration and other related
information and telecommunications training*

b. *Department Manager III for Media Affairs Department*

*Training Requirement: 60 hours of technical training relevant to mass
communication and 60 hours of relevant
supervisory/managerial training*

Sec. 70. Proposed amendments to the training requirements for executive/managerial positions as discussed in Sections 68 and 69 hereof, and other valid reasons shall be submitted to the Commission for approval. In the absence of CSC-approved agency specific training requirements, the 120 hours of management training taken within the last 5 years reckoned from the date of issuance of the appointment shall be required.

Part V. On Eligibility

Sec. 71. Eligibility refers to the result of passing a merit and fitness test which may be determined as far as practicable by competitive examination, or based on highly technical qualifications or other tests of merit and fitness conducted by the Civil Service Commission, or other examinations jointly designed and coordinated by the departments or agencies with the assistance of or in coordination with the CSC, and other examinations such as the PRC-conducted board examinations, the SC-conducted bar examinations or the CESB-conducted CES examinations.

Sec. 72. First level eligibilities are appropriate for appointment to positions in the first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 73. Second level eligibilities are appropriate for appointment to positions in the second and first level. They do not apply to those covered by bar/board/special laws, and other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 74. Eligibilities resulting from passing the bar/board examinations shall be required for appointment to positions the duties of which constitute the practice of profession(s) regulated by the Philippine bar/board laws.

Sec. 75. Eligibilities resulting from passing the bar/board examinations which require completion of at least a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first and second level positions not covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 76. Eligibilities resulting from passing the board examinations which require completion of less than a bachelor's degree shall be considered appropriate to positions for which the examinations were given, and to other first level positions not covered by board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 77. Eligibilities resulting from passing the Unassembled, Testimonial or special examinations conducted by the CSC or by the departments or agencies with the assistance of or in coordination with the CSC shall only be appropriate for appointment to the positions for which they were given, to other functionally related positions, and other positions as may be determined by the Commission.

Incumbents of positions who were issued permanent appointments using eligibilities resulting from these examinations shall retain their permanent status but may only be promoted to positions belonging to the same occupational group or functionally related positions for which the examinations were given or other positions as may be determined by the Commission.

Sec. 78. Eligibilities granted after one year of Very Satisfactory actual work performance under temporary status for positions listed under Category II of CSC MC No. 11, s. 1996, as amended, shall only be appropriate for appointment to highly skilled positions within the same occupational group or functionally related positions.

Sec. 79. Eligibilities previously issued under Category I (SCEP) shall continue to be appropriate for permanent appointment to corresponding positions re-categorized under Category II and other functionally-related positions without undergoing one (1) year employment under temporary status, provided the other requirements are met.

Sec. 80. Licenses issued by authorized government agencies shall be required for appointment to positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.

Sec. 81. Passing the NAPOLCOM examinations shall be considered as an eligibility appropriate only for appointment to uniformed personnel positions in the PNP, unless otherwise provided by law.

Sec. 82. Passing the 13th Shari'a Bar Examinations held in January 2014 and the Shari'a Bar Examinations conducted thereafter shall be considered as an eligibility appropriate for appointment to first and second level positions, except for positions covered by bar/board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁴⁸

Passing the Shari'a Bar Examinations held prior to the 13th Shari'a Bar Examinations shall be considered as appropriate for appointment to first level positions, except for positions covered by board/special laws and/or those that require other special eligibilities as may be determined by the Commission or those that require licenses such as those positions listed under Category IV of CSC MC No. 11, s. 1996, as amended.⁴⁹

For purposes of appointment, passers of the Shari'a Bar Examinations shall be required to submit an authenticated copy of his/her Certificate of Membership in the Shari'a Bar issued by the Supreme Court.

RULE IX
AGENCY MERIT SELECTION PLAN AND
HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

Sec. 83. The Merit Selection Plan (MSP) shall cover positions in the first and second level and shall also include original appointments and other related human resource actions.

There shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

Sec. 84. Each agency may constitute two (2) Human Resource Merit Promotion and Selection Boards (HRMPSB) – one for the first and second level positions and another for second level executive/managerial positions.

⁴⁸ Supreme Court Bar Matter (BM) No. 2409 dated November 29, 2011, on the approved Proposal to Amend the September 20, 1983 Supreme Court En Banc Resolution to Disqualify Graduates of Islamic Secondary Schools from Qualifying to Take the Shari'a Bar Examinations

⁴⁹ *Ibid.*

An agency may establish special HRMPSB for specialized and highly technical positions or different sets of HRMPSB for its own purpose, but the same should be provided in the Agency Merit Selection Plan to be submitted to the CSC Regional Office concerned for approval.

Sec. 85. The HRMPSB shall assist the appointing officer/authority in the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency Merit Selection Plan (MSP).

The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment in the agency in accordance with the approved Agency MSP and shall **submit** to the appointing officer/authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position.

Sec. 86. The appointing officer/authority shall be guided by the report of the HRMPSB's assessment of candidates and in the exercise of sound discretion, select, insofar as practicable, from among the top five (5) candidates or less, deemed most qualified for appointment to the vacant position, depending on the number of candidates.

Sec. 87. The appointing officer/authority may appoint an applicant who is ranked higher than those next-in-rank to the vacant position based on the assessment of qualifications/competence evidenced by the comparative ranking.

Sec. 88. The HRMPSB shall be composed of the following:

MEMBERS	FIRST and SECOND LEVEL POSITIONS		EXECUTIVE/MANAGERIAL POSITIONS	
	NGAs/SUCs/GOCCs	LGUs	NGAs/SUCs/GOCCs	LGUs
Chairperson	a. Highest official in-charge of human resource management or his/her authorized representative	a.1. The Local Chief Executive, or his/her authorized representative; a.2. Vice Governor/ Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian	a. Undersecretary/ Vice-President or its equivalent, or his/her authorized representative	a.1 The Local Chief Executive, or his/her authorized representative; a.2 Vice Governor/ Vice Mayor or his/her authorized representative, if the vacant position is in his/her Office or in the Office of the Sanggunian
Members	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Head of organizational unit where vacancy exists, or his/her designated alternate	b. Assistant Secretary or its equivalent, or his/her authorized representative or designated alternate	b. Two (2) Department Heads, one of which is preferably the HRM Department Head or equivalent or their designated alternates
	c. Human Resource	c. Human Resource	c. Director for Administration or	

	Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	Management Officer (HRMO) or the career service employee directly responsible for recruitment, selection and placement, or his/her designated alternate	his/her authorized representative or designated alternate	
	d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency	d. Two (2) regular and alternate representatives of the rank and file career employees, from the first level and from the second level, who shall all be chosen by the duly accredited employees association in the agency		

The highest official in-charge of the human resource management **shall be the official directly supervising the human resource management of the agency**, e.g., Assistant Secretary/Director for Administration/Human Resource for **National Government Agencies**.

The HRMO is the officer/official in-charge of the recruitment, selection, and placement.

In case there is no accredited employees association in the agency, the representatives shall be chosen at large by the employees through a general assembly. The candidate who garnered the second highest votes shall automatically be the alternate representative. Any other mode of selection may be conducted for the purpose.

The first level representative or alternate shall participate during the screening of candidates for vacancies in the first level; the second level representative or alternate shall participate in the screening of candidates for vacancies in the second level. Both rank-and-file representatives shall serve for a period of two (2) years.

The agency head shall issue an Office Order identifying the principal members of the HRMPSB and their designated alternates. The CSC RO and CSC FO should be furnished with a copy of the Office Order. **For LGUs, the HRMPSB shall be chaired by the local chief executive or his/her authorized representative, and its members shall be determined by resolution of the sanggunian concerned. A copy of which should also be furnished the CSC RO and CSC FO.**

Sec. 89. The agency head shall, as far as practicable, ensure equal opportunity for men and women to be represented in the HRMPSB for all levels of positions.

Sec. 90. The membership of the HRMPSB can be modified, provided it conforms to the prescribed composition. Agencies may add a reasonable number of members, but the prescribed composition may not be reduced. The HRMPSB members must be duly designated and their names posted in the agency bulletin board. Any change in the composition of the HRMPSB should be reported to the CSC Regional or Field Office concerned.

For LGUs, the same composition should be followed. In no instance should the HRMPSB be composed entirely of the members of the local Sanggunian.

Sec. 91. The HRM Office/Unit shall perform secretariat and technical support function to the HRMPSB for the comparative assessment and final evaluation of candidates. It shall also evaluate and analyze results of structured background investigation for second level, supervisory, and executive/managerial positions.

The HRM Officer, as member of the HRMPSB, shall not act as secretariat to the HRMPSB. For agencies with only one appointed or designated HRM Officer, the agency head shall designate an employee from other units to act as the secretariat.

Sec. 92. The HRMPSB members including alternate representatives shall undergo orientation and workshop on the agency selection/promotion process and CSC policies on appointments.

Sec. 93. The HRMPSB shall be represented by at least the majority of its members during the deliberation of candidates for appointment.

Sec. 94. The HRMPSB shall maintain fairness and impartiality in the assessment of candidates for appointment. Towards this end, the HRMPSB may employ the assistance of external or independent resource persons and may initiate innovative schemes in determining the best and most qualified candidate.

The deliberation by the HRMPSB in the NGAs, GOCCs with original charters, and SUCs (for their administrative and support staff) shall not be made earlier than ten (10) calendar days from the date of publication and posting of vacant positions; and in the local government units (LGUs) it shall not be made earlier than fifteen (15) calendar days from the date of publication and posting of vacant positions. An appointment issued in violation of these rules shall be disapproved/invalidated.

Candidates for the following appointments shall no longer be subject to the screening of the HRMPSB:

- a. Substitute appointment due to its short duration and emergency nature.

- b. Appointment of faculty members and academic staff of SUCs and LUCs who belong to the closed career service.⁵⁰
- c. Reappointment to change the employment status from temporary to permanent upon meeting the deficiency or to renew the appointment of a temporary employee, if upon publication there are no qualified applicants and his/her performance rating is at least Very Satisfactory for two (2) rating periods; or
- d. **Appointments to casual, contractual, coterminous and other non-career positions as identified under Section 9, Subtitle A, Title I, Book V of EO No. 292.**

Sec. 95. An employee should have obtained at least Very Satisfactory performance rating **in the last rating period prior to the assessment or screening for promotion or transfer.**

The performance rating of at least Very Satisfactory (VS) in the last rating period shall not be required for promotion from first to second level entry positions.

The performance rating prior to the reclassification of the position shall be considered as performance rating in the reclassified position for purposes of promotion.

Sec. 96. Agencies shall not fill up vacancies resulting from promotion until the promotional appointments have been approved/validated by the CSC, except in meritorious cases, as may be authorized by the Commission.

Sec. 97. An employee may be promoted to a position which is not more than three (3) salary grade, pay or job grades higher than the employee's present position. All appointments issued in violation of this policy shall be disapproved/invalidated, except when the promotional appointment falls within the purview of any of the following exceptions:

- a. The position occupied by the person is next-in-rank to the vacant position as identified in the Merit Selection Plan and the System of Ranking Positions (SRP) of the agency.
- b. The vacant position is a lone or entrance position, as indicated in the agency staffing pattern.
- c. The vacant position is hard to fill, such as Accountant, Medical Officer/Specialist, Attorney, or Information Technology Officer/Computer Programmer positions.

⁵⁰ The Merit System for Faculty Members of SUCs and LUCs, duly approved by their respective Governing Board and submitted to the CSC Regional Office concerned, shall provide the procedure for recruitment, selection and appointment for faculty positions. The SUC or LUC shall create a Faculty Selection Board pursuant to CSC MC No. 19, s. 2005.

- d. The vacant position is unique and/or highly specialized, such as Actuarial, Airways Communicator positions.
- e. The candidates passed through a deep selection process, taking into consideration the candidates' superior qualifications in regard to:
 - Educational achievements
 - Highly specialized trainings
 - Relevant work experience
 - Consistent high performance rating/ranking
- f. The vacant position belongs to the closed career system, i.e., those that are scientific, or highly technical in nature that include the faculty and academic staff of state colleges and universities, and the scientific and technical positions in scientific or research institutions, all of which establish and maintain their own merit systems.
- g. Other meritorious cases, such as:
 - when the appointee is the lone applicant who meets all the requirements of the position and passed through the deep selection process
 - when the qualified next-in-rank employees waived their right over the vacant position in writing
 - when the next-in-rank position, as identified in the agency SRP is vacant
 - when the next-in-rank employee/s is/are not qualified
 - when the qualified next-in-rank employees did not apply

Sec. 98. The three-salary grade limitation shall apply only to promotion within the agency. This prohibition shall not apply to the following human resource actions which involve issuance of an appointment:

- a. Transfer incidental to promotion provided that the appointee was subjected to deep selection
- b. Reappointment involving promotion from non-career to career provided the appointee was subjected to deep selection
- c. Reappointment from career to non-career position
- d. Reemployment
- e. Reclassification of position

Sec. 99. In the selection process, agency heads are enjoined to strictly observe the above conditions to avoid disapproval or invalidation of promotional appointments.

Sec. 100. In the evaluation of promotional appointments, the CSC Regional and Field Offices shall make a thorough evaluation of the manner and merit of the

issuance of the appointment vis-à-vis the reasons or justifications of the appointing authority before taking any action on the appointments.

Sec. 101. To facilitate review and evaluation of appointments, all agencies are required to submit their SRP to CSC Regional or Field Offices. The agency SRP shall be used as one of the bases for determining whether agencies observe the policy on the three-salary grade limitation on promotion as herein provided.

Sec. 102. All government agencies shall submit their Agency MSP to the CSC RO concerned, which shall take effect immediately upon approval. All subsequent amendments shall take effect immediately upon approval by the CSC RO concerned.

Sec. 103. The Agency MSP signed by the head of the agency shall be considered as a valid contract binding among the head of agency, the employees and the CSC. As such, non-compliance by the agency with the policies and procedures provided therein shall be considered as a ground for disapproval/invalidation of appointment. The same can be a ground for administrative disciplinary action against the official or employee who caused the violation.

RULE X CERTAIN MODES OF SEPARATION - DOCUMENTS REQUIRED FOR RECORD PURPOSES

Sec. 104. Resignation. Resignation is an act of an official or employee by which he/she voluntarily relinquishes in writing his/her position effective on a specific date which shall not be less than thirty (30) days from the date of such notice or earlier as mutually agreed upon by the employee and the appointing officer/authority. To constitute a complete and operative resignation of an official or employee, there must be a written intention to relinquish the office, the acceptance by the appointing officer/authority and a written notice of such acceptance duly served to the official or employee concerned.⁵¹

Resignation shall be governed by the following rules:

- a.** An official or employee is deemed to have tendered his/her resignation upon receipt by the appointing officer/authority of the former's written resignation.
- b.** Pending receipt by the official or employee of the action taken by the appointing officer/authority on the resignation, the official or employee shall remain in office and retain all the powers, duties and responsibilities appurtenant thereto.
- c.** The appointing officer/authority shall act on the notice of resignation within 30 days from receipt thereof. In case the resignation of the official or employee remains unacted upon for 30 days from receipt of the formal letter of resignation by the appointing officer/authority, it shall be deemed complete

⁵¹ DTI vs. Singun, G.R. No. 149356, March 14, 2008

- and operative on the specified date of effectivity or 30 days from submission thereof, in cases where the effectivity date is not specified. It is understood, however, that the required clearance from money, property and work-related accountabilities shall be secured by the official or employee before or immediately after the date of effectivity of resignation.
- d.** In the interest of service, however, the appointing officer/authority may set a date of effectivity of the resignation, but in no case shall be earlier than the date specified in the letter of resignation or 30 days from submission thereof.
 - e.** The acceptance of resignation is mandatory. The appointing officer/authority may suspend the effectivity date of resignation despite its initial written notice of acceptance due to any of the following reasons:
 - 1.** When the country is at war or when any other national or local emergency has been declared by the appropriate authority; and
 - 2.** When it is necessary to prevent loss of life or property or in case of imminent danger to public safety due to an actual or impending emergency caused by serious accidents, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity.
 - 3.** A resignation previously suspended due to any of the abovementioned reasons shall nonetheless be effective 30 days after the circumstances causing the previous suspension has ceased as certified by the appropriate authority or the appointing officer/authority.
 - f.** If the last day of the period given to the appointing officer/authority to act and furnish copy of the written action on the tendered resignation falls on a holiday or non-working day, copy of the written action shall be furnished the official or employee concerned on the next working day immediately following a holiday or non-working day.
 - g.** The official or employee concerned may withdraw the tender of resignation any time prior to receipt of notice of acceptance of the resignation from the appointing officer/authority or before the lapse of the 30-day period given for the latter to act on the resignation, whichever comes first.
 - h.** Until the resignation is accepted, the tender of resignation is revocable. Once the resignation is deemed complete and operative, the withdrawal thereof shall not automatically restore the employee to his/her former position.
 - i.** The following documents shall be submitted to the CSC Field Office concerned within thirty (30) calendar days from the date of the effectivity of the resignation, for record purposes:
 - 1.** the voluntary written notice of the employee informing the appointing officer/authority that he/she is relinquishing his/her position and the effectivity date of said resignation;

2. the acceptance of resignation in writing by the agency head or appointing officer/authority which shall indicate the date of effectivity of the resignation; and
 3. the proof of notice of the acceptance of resignation to the employee.
- j. An official or employee under investigation, except those prohibited by law⁵², may be allowed to resign pending decision of his/her case without prejudice to the continuation of the proceedings until finally terminated.

Sec. 105. Dismissal. Dismissal is the termination or the act of being discharged from employment or service for cause. It is the definite severance of an officer or employee from government service on the initiative of the agency or office, CSC, Ombudsman, or regular courts.

The Report on Database of Individuals Barred from Entering Government Service and Taking Civil Service Examinations (DIBAR) together with a certified true copy of the decision rendered which has become executory, where the penalty of dismissal was imposed, shall be submitted by the HRMO to the CSC Field Office concerned within thirty (30) calendar days from the date of such decision, for record purposes.

Sec. 106. Other Modes. For other modes of separation such as dropping from the rolls, termination/expiration of temporary, coterminous, contractual or casual appointment, retirement, or death, a copy of the order of dropping from the rolls or notice of separation signed by the appointing officer/authority stating the date of such separation, or the death certificate shall be submitted by the HRMO to the CSC Field Office concerned within thirty (30) calendar days from the date of the effectivity of the dropping from the rolls, date of separation, or death for record purposes.

RULE XI DISAPPROVAL/INVALIDATION AND RECALL OF APPROVAL/VALIDATION OF APPOINTMENTS

Sec. 107. An appointment shall be disapproved/invalidated on the following grounds:

- a. The appointee does not meet the qualification standards for the position; or
- b. The appointee has been dismissed for cause as enumerated in Section 50 (A), Rule 10 of the 2017 RACCS or has been found guilty of a crime where perpetual/temporary disqualification from appointment is attached to the penalty thereof, unless an executive clemency has been granted; or

⁵² Section 12, Republic Act No. 3019 (Anti-Graft and Corrupt Practices Act)

- c. The appointee has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his/her appointment; or
- d. The appointment has been issued in violation of the CSC-approved Merit Selection Plan of the agency; or
- e. The contractual/casual appointment has been issued to fill a vacant position in the plantilla of personnel or the contractual/casual appointee will perform the duties and responsibilities of the vacant position; or
- f. The appointment has been issued in violation of existing Civil Service Law, rules and regulations, the Board/Bar, Local Government Code of 1991 (RA No. 7160), Publication Law (RA No. 7041), the Omnibus Election Code (BP Blg. 881, as amended) and other pertinent laws.

Sec. 108. When an appointment is disapproved/invalidated, the services of the appointee shall be terminated after fifteen (15) days from receipt of the letter/decision disapproving/invalidating the appointment, unless a motion for reconsideration or appeal is seasonably filed.

Sec. 109. If the appointment, **regardless of the status**, is disapproved/invalidated on grounds which do not constitute a violation of pertinent laws as provided in Item f, Section 107 of this Rule, the same is considered effective until the disapproval/invalidation is affirmed by the CSC RO or the Commission. The services rendered shall be credited as government services and the appointee shall be entitled to the payment of salaries from the government as a *de facto* officer. **However, the pendency of the appeal on disapproved/invalidated temporary, contractual and casual appointments shall not extend the period of effectivity thereof as provided for in the appointment forms.**

In order for the appointee to be considered as *de facto* officer, the following elements must concur:

- a. **There must be a *de jure* office.** – The position is under an existing and legally recognized division, office, organization, Plantilla of Position/Staffing Pattern.
- b. **There must be color of right or general acquiescence by the public.** – It must be derived from an election or appointment, however irregular or informal, so that the incumbent is not a mere volunteer. The appointee only assumed the duties and responsibilities of the position because he/she was issued his/her appointment paper.
- c. **There must be actual physical possession of the office in good faith.** – The appointee has the presumption that the appointment issued to him/her is in compliance with Civil Service Law and rules.

Illustrative Example:

Agency A published a vacant Chief Administrative Officer position (de jure office) with an outdated qualification standards. Employee A was issued an appointment to the said position (color of right) and assumed the duties and responsibilities thereof (actual physical possession of an office in good faith). However, the CSC Field Office disapproved the appointment for not meeting the new qualification standards.

The period within which the appointee discharges the actual duties and responsibilities of the Chief Administrative Officer until the disapproval becomes final, as determined by the Commission, shall be credited as government service. The appointee is considered a de facto officer.

An appointment which is disapproved/invalidated on grounds that constitute a violation of pertinent laws as provided in Item f, Section 107 of this Rule may be appealed and the appointee may continue to render services. In the event the disapproval/invalidation is affirmed by the Commission, it becomes executory. The services rendered shall not be credited as government service and the appointing authority/officer shall be personally liable for the payment of salaries.

If an appeal on a disapproved/invalidated appointment is granted by the CSC RO or by the Commission, the dispositive portion of the CSC RO or Commission Resolution shall state that the actual services rendered by the appointee are deemed included in his/her service record, without the need to file a request for accreditation of service.

Sec. 110. The appointing officer/authority shall be personally liable for the salary of an appointee paid after the CSC has finally disapproved/invalidated the appointment.

Sec. 111. An employee whose promotional appointment is disapproved/invalidated shall be reverted to his/her former position.

Sec. 112. All appointments issued after an election up to June 30 by outgoing elective appointing officer/authority shall be disapproved/invalidated unless all the following requisites relative to their issuance are met:

- a. The appointee meets the approved minimum qualification standards or qualification standards required under special law, if any, for the position to which he/she was appointed;
- b. The appointee has undergone the Human Resource Merit Promotion and Selection Board (HRMPSB) screening prior to the election ban. In this case, the appointing officer/authority or agency shall submit the minutes of the HRMPSB meetings and the evaluation report of the applicants;
- c. There is an urgent need for the issuance of the appointment/s so as not to prejudice public service or endanger public safety; and
- d. Civil Service Law, rules and regulations and special laws, if any, on the issuance of appointments are followed.

Sec. 113. All appointments issued after a presidential election up to June 30 by an appointive appointing officer/authority coterminous with the President shall be disapproved/invalidated, unless all the requisites as provided in Section 112 hereof relative to their issuance are met.

Sec. 114. The issuance of mass appointments of more than twenty (20) appointments may be allowed provided the above conditions in Sections 111 and 112 of this Rule, as the case may be, are followed.

Sec. 115. If in the exigency of the service, the outgoing appointing officer/authority, whether elective or appointive, opts to reappoint temporary, casual and/or contractual employees or appoint/reappoint substitute teachers, during reorganization, etc., after the elections or before June 30 of an election year, prior authority must be obtained from the concerned CSC RO; otherwise, such appointments shall be disapproved/invalidated.

Such authority shall be granted on the basis of validated need to fill the positions immediately in order not to prejudice public service and/or endanger public safety.

Sec. 116. Notwithstanding the initial approval/validation of an appointment, the same may be recalled by the CSC RO concerned or by the Commission on any of the following grounds:

- a. Non-compliance with the procedures/criteria provided in CSC-approved agency Merit Selection Plan;
- b. Failure to pass through the agency's HRMPSB; or
- c. Violation of existing Civil Service Law, rules and regulations.

RULE XII PROHIBITIONS

Sec. 117. No appointive official shall hold any other office or employment in the government unless otherwise allowed by law or by the primary functions of his/her position.

Sec. 118. No elective official shall be eligible for appointment in any capacity to any public office or position during his/her tenure.

Sec. 119. No elective or appointive public officer or employee shall receive additional, double or indirect compensation, unless specifically authorized by law, nor accept without the consent of Congress, any present, emolument, office or title of any kind from any foreign government.

Pensions and gratuities shall not be considered as additional, double or indirect compensation.

Sec. 120. A person who lost in an election, except Barangay election, shall not be eligible for appointment or reemployment to any office in the government or government-owned or controlled corporation within one year following such election.

Sec. 121. A person holding a public appointive office or position, including active members of the armed forces, shall be considered *ipso facto* resigned from his/her office upon filing of the certificate of candidacy. He/she must vacate the same at the start of the day of the filing of the certificate of candidacy with the COMELEC, even if later on disqualified or has withdrawn the certificate for candidacy. This prohibition extends to private citizens appointed as board members in public offices representing the private sector.

Sec. 122. An employee who resigned from the government service during the three (3)-month period before any election to promote the candidacy of another shall not be reemployed during the six-month period following such election.

Sec. 123. No detail or reassignment shall be made within three (3) months before any election unless with the permission of the COMELEC.

Sec. 124. No officer or employee in the civil service including the members of the Armed Forces, shall engage directly or indirectly in any partisan political activity or take part in any election except to vote nor shall he/she use his/her official authority or influence to coerce the political activity of any person or body. Nothing herein provided shall be understood to prevent any officer from expressing his/her views on current political problems or issues, or from mentioning the name of candidates for public office whom he/she supports.

Provided that public officers and employees holding political offices may take part in political and electoral activities but it shall be unlawful for them to solicit contributions from their subordinates or subject them to any of the acts prohibited in the Election Code.

Sec. 125. No appointment in the national government or any branch or instrumentality thereof, including government-owned or controlled corporations with original charters shall be made in favor of a relative of the appointing or recommending officer/authority, or of the chief of the bureau or office or of the person exercising immediate supervision over the appointee.

Unless otherwise provided by law, the word "relative" and the members of the family referred to are those related within the third degree either of consanguinity or of affinity.

In the local government career service, the prohibition extends to the relatives of the appointing or recommending officer/authority within the fourth civil degree of consanguinity or affinity. However, for the non-career service in the local government, the prohibition extends to the third degree either of consanguinity or of affinity of the appointing or recommending officer/authority, or head of office, or of the person exercising immediate supervision over the appointee.

The following are exempted from the operation of the rules on nepotism:

- a. persons employed in a confidential capacity
- b. teachers⁵³
- c. physicians
- d. members of the Armed Forces of the Philippines
- e. science and technology personnel under RA No. 8439⁵⁴
- f. other positions as may be provided by law

The nepotism rule covers all kinds of appointments whether original, promotion, transfer, and reemployment regardless of status, including casual, contractual and coterminous but are not primarily confidential. This rule shall also apply to designation.

Sec. 126. The appointing officer/authority shall not withdraw or revoke an appointment already accepted by the appointee. Such appointment shall remain in full force and effect until disapproved/invalidated by the Commission. However, in case an appointment is void from the beginning due to fraud on the part of the appointee or because it was issued in violation of law, the proper appointing officer/authority may request the Commission for its withdrawal or revocation. Provided that if a protest on the appointment is filed, the Rules on Protest under the 2017 RACCS shall apply.

Sec. 127. No person who has been dismissed or perpetually excluded/disqualified from government service shall be appointed or reemployed unless he/she has been granted executive clemency by the President of the Philippines upon recommendation of the Commission.

Sec. 128. Promotion within six (6) months prior to compulsory retirement shall not be allowed except as otherwise provided by law.

Sec. 129. No person who has reached the compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position.

A person appointed to a primarily confidential position who reaches the age of 65 is considered automatically extended in the service until the expiry date of his/her appointment or until his/her services are earlier terminated.

The extension of service of a person who will reach the compulsory retirement age of 65 years may be allowed for a period of six (6) months and in meritorious circumstances may be extended for another six (6) months. The request for extension shall be made by the Head of Office. The same shall be filed with the Commission not later than three (3) months prior to the date of the official/employee's

⁵³ As provided in Section 2 of RA 4670, the term "teacher" shall mean all persons engaged in classroom teaching, in any level of instruction, on full-time basis, including guidance counsellors, school librarians, industrial arts or vocational instructors, and all other persons performing supervisory and/or administrative functions in all schools, colleges and universities operated by the Government or its political subdivisions; but shall not include school nurses, school physicians, school dentists, and other school employees.

⁵⁴ The List of S & T Positions exempted from the rules on nepotism is appended to Resolution No. 04-0860 dated July 28, 2004 and disseminated in CSC Memorandum Circular No. 15, s. 2004 (Reiteration of the Exemption of Scientific and Technology Personnel from the Rules on Nepotism) dated July 29, 2004.

compulsory retirement. Services rendered during the period of extension shall no longer be credited as government service.

However, for one who will complete the fifteen (15) years of service required under the GSIS Law, a maximum period of two (2) years may be allowed. Services rendered during the period of extension shall be credited as part of government service for purposes of retirement. The official or employee, may file the request of extension of service.

The request shall be submitted to the Commission with the following documents:

- a. Request for extension of service signed by the head of office/appointing officer/authority or the employee in case of extension to complete the 15-year service required under the GSIS Law, containing the justifications for the request;
- b. Certification by a licensed government physician that the employee subject of the request is still mentally and physically fit to perform the duties and functions of his/her position.
- c. Certified true copy of the employee's Certificate of Live Birth;
- d. Clearance of no pending administrative case issued by the CSC, Office of the Ombudsman and agency concerned;
- e. Service record of the employee, if the purpose of the extension is to complete the 15-year service requirement under the GSIS law;
- f. Certification from the GSIS on the Total Length of Service (TLS) of the employee for those who are completing the 15-year service requirement;
- g. Certified true copy of the updated Plantilla of Personnel issued by the agency HRM Officer; and
- h. Proof of payment of the filing fee.

The only basis for Heads of Offices to allow an employee to continue rendering service after his/her 65th birthday is a Commission Resolution granting the request for extension. In the absence of such resolution, the said employee shall not be authorized to perform the duties of the position and his/her salaries shall be the liability of the official responsible for the continued service of the employee.

During the period of extension, the employee on service extension shall be entitled to salaries and salary increases, allowances, and other remunerations that are normally considered part and parcel of an employee's compensation package subject to the existing regulations on the grant thereof, except step increments. The employee shall also be entitled to 15 days vacation and 15 days sick leave annually, provided that the same are not commutative and cumulative.

Sec. 130. Unless allowed by the Commission in meritorious cases, heads of oversight agencies and their staff are prohibited from transferring or being appointed to any position in the department/agency/office/local government unit which their unit is assigned or designated to oversee within one year after the termination of such assignment or designation.

Sec. 131. No person appointed to a position in the non-career service shall perform the duties properly belonging to any position in the career service.

Sec. 132. No consultant, contractual, non-career or detailed employee shall be designated to a position exercising control or supervision over regular and career employees, except as may be provided by law.

Sec. 133. No institutional or individual contract of service employees shall be made to perform functions pertaining to regular positions nor be designated to positions exercising control or supervision over regular and career employees.

Sec. 134. No discrimination shall be exercised, threatened or promised against or in favor of any person examined or to be examined or employed by reason of his/her political or religious opinions or affiliations, sex, sexual orientation and gender identity, civil status, age, disability, or ethnicity.

Sec. 135. No changes in designation or nomenclature of positions resulting in promotion or demotion in rank or increase or decrease in compensation shall be allowed in LGUs, except when the position is actually vacant.

Sec. 136. No officer or employee, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 6713 and other special laws. Provided, further that the following requirements/conditions are met:

- a. Written permission from head of agency must be secured and renewed annually;
- b. Time devoted outside of office hours shall not impair in any way the efficiency of the officer or employee nor pose a conflict or tend to conflict with the official functions and must be fixed by the head of agency; and
- c. Government facilities, equipment and supplies shall not be used while engaged in private business or practice of profession.

Sec. 137. A person with dual citizenship shall not be appointed in the government unless he/she renounces his/her foreign citizenship pursuant to the provisions of Republic Act No. 9225.⁵⁵ However, even if he/she has renounced his/her foreign citizenship, but continues to use his/her foreign passport in travelling after renunciation, he/she shall not be considered for appointment in the government service.

⁵⁵ Item 3, Section 5, Republic Act No. 9225 (Citizenship Retention and Re-acquisition Act of 2003)

This rule shall not apply to Filipino citizens whose foreign citizenship was acquired by birth.

Sec. 138. The right to be appointed to any public office in the Philippines cannot be exercised by, or extended to, those who are candidates for or are occupying any public office in the country of which they are naturalized citizens and/or are in active service as commissioned or non-commissioned officers in the armed forces of the country of which they are naturalized citizens.⁵⁶

RULE XIII
RESPONSIBILITIES OF THE HUMAN RESOURCE MANAGEMENT OFFICER

Sec. 139. The Human Resource Management Officer or the duly authorized employee in charge of human resource management shall:

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>a. Submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/Plantilla of Personnel.</p> <p>b. Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.</p> <p>c. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses/report of rating of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.</p> <p>d. Review thoroughly and check the veracity, authenticity and</p>	<p>a. Submit to the CSC Field Office concerned within the first quarter of the year the agency's updated Personal Services Itemization/Plantilla of Personnel.</p> <p>b. Submit the list of vacant positions authorized to be filled and their corresponding qualification standards and plantilla item numbers using the prescribed form (CS Form No. 9, Revised 2018) in electronic and printed copies to the CSC FO.</p> <p>c. Request authentication from the CSC or authorized agencies of the original copy of certificate of eligibility/licenses of selected candidate/s prior to issuance of original appointment, promotion, transfer, reappointment or reemployment unless previous authentication has been issued for the same eligibility/license/report of rating.</p> <p>d. Review thoroughly and check the veracity, authenticity and</p>

⁵⁶ Item 5, op.cit.

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the Commission.</p> <p>e. The HRMO shall also ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis.</p> <p>f. Sign the following certifications at the back of the appointment:</p> <p>i. Certification as to completeness and authenticity of requirements; and</p> <p>ii. Certification that the vacant position to be filled has been published and posted in the CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days or fifteen (15) days, in the case of LGUs, after publication.</p> <p>g. Ensure that the Chairperson of the HRMPSB or the Placement Committee has signed the certification at the back of the appointment, whenever applicable.</p> <p>The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.</p>	<p>completeness of all the requirements and supporting papers in connection with all cases of appointments before submitting the same to the Commission.</p> <p>e. The HRMO shall also ensure that the Personal Data Sheet (CS Form No. 212, Revised 2017) of the appointee is updated and accomplished properly and completely. To monitor any change in the employee's profile, the PDS shall be updated on an annual basis.</p> <p>f. Sign the following certifications at the back of the appointment:</p> <p>i. Certification as to completeness and authenticity of requirements; and</p> <p>ii. Certification that the vacant position to be filled has been published and posted in CSC Bulletin of Vacant Positions in accordance with RA No. 7041, and deliberation was done by the HRMPSB ten (10) days or fifteen (15) days, in the case of LGUs, after publication.</p> <p>g. Ensure that the Chairperson of the HRMPSB or the Placement Committee has signed the certification at the back of the appointment, whenever applicable.</p> <p>The Human Resource Management Officer or the duly authorized employee directly responsible for recruitment, selection and placement shall be a regular member of the HRMPSB.</p> <p>h. Ensure that the appointment for</p>

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>h. Ensure that the appointment for department head position in the LGU is submitted within seven (7) calendar days upon issuance by the appointing officer/authority to the local sanggunian for concurrence.</p> <p>The HRMO shall also ensure that a copy of the Sanggunian Resolution concurring or a certification of non-action on the request for concurrence signed by the Sanggunian Secretary, as the case may be, shall be attached to the appointment for department head positions in the LGUs.</p> <p>i. Furnish appointee with a photocopy of his/her appointment (appointee's copy) for submission to the Commission, ensuring that the appointee signs on the acknowledgment portion of the appointment.</p> <p>j. Submit appointments (CSC, agency, and appointee's copy) with supporting documents in the prescribed Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018) indicating the names of the appointees, their position, status and nature of appointment and the corresponding date of issuance within 30 calendar days from issuance thereof.</p> <p>k. Transmit to the appointee the original copy of his/her appointment acted upon by the Commission.</p>	<p>department head position in the LGU is submitted within seven (7) calendar days upon issuance by the appointing officer/authority to the local sanggunian for concurrence.</p> <p>The HRMO shall also ensure that a copy of the Sanggunian Resolution concurring or a certification of non-action on the request for concurrence signed by the Sanggunian Secretary, as the case may be, shall be attached to the appointment for department head positions in the LGUs.</p> <p>i. Furnish the appointee with a copy of his/her appointment (appointee's copy), ensuring that the appointee signs on the acknowledgment portion of the appointment.</p> <p>j. Submit RAI (CS Form No. 2, Revised 2018), original copy of appointments (CSC copy) with supporting documents on or before the 30th day of the succeeding month.</p> <p>k. Transmit to the appointee a copy of the RAI indicating the action of the CSC Field Office concerned on the appointment.</p> <p>Record the action of the CSC FO at the Notation portion of the Agency and Appointee's copy of appointment.</p>

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>i. Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the Commission.</p> <p>m. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.</p> <p>n. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.</p> <p>o. Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of the appointee.</p> <p>p. Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) within 30 days from the date of assumption of the appointee.</p> <p>q. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection/promotion process and CSC policies on appointments.</p> <p>r. Ensure the orientation of officials and employees on the recruitment, selection and placement process.</p>	<p>i. Submit to the Commission, through the CSC Field Office concerned within the prescribed period, the required reports (electronic and hard copy) such as DIBAR (CS Form No. 8, Revised 2017), summary list of employees' performance rating, and such other reports as may be required by the Commission.</p> <p>m. Post in three (3) conspicuous places in the agency a notice announcing the appointment of an employee a day after the issuance of appointment for at least fifteen (15) calendar days.</p> <p>n. Ensure the oath taking and conduct of orientation program to new employees and continuous human resource interventions for existing employees.</p> <p>o. Submit to the CSC FO a copy of the Oath of Office (CS Form No. 32, Revised 2018) within 30 days from the date of assumption of the appointee.</p> <p>p. Submit to the CSC FO a copy of the Certification of Assumption to Duty (CS Form No. 4, Series of 2018) within 30 days from the date of assumption of the appointee.</p> <p>q. Ensure the conduct of orientation and workshop of the HRMPSB members including alternate representatives on the agency selection/promotion process and CSC policies on appointments.</p> <p>r. Ensure the orientation of officials and employees on the recruitment, selection and placement process.</p> <p>s. Ensure the establishment and</p>

<i>Regulated Agencies</i>	<i>Accredited/Deregulated Agencies</i>
<p>s. Ensure the establishment and maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the Commission.</p> <p>t. Ensure the establishment, maintenance and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.</p> <p>u. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.</p> <p>v. Perform all other functions as may be provided by law.</p>	<p>maintenance of the agency Human Resource Management Database which will be the basis of all the reports to be submitted by his/her agency to the Commission.</p> <p>t. Ensure the establishment, maintenance and disposal of agency's employees 201/120 files pursuant to the guidelines of CSC MC No. 8, s. 2007 and CSC MC No. 1, s. 2011.</p> <p>u. Ensure the renewal of professional licenses of appointees to positions involving practice of profession regulated by bar/board law.</p> <p>v. Perform all other functions as may be provided by law.</p>

Sec. 140. Failure of the HRMO or the duly authorized employee in charge of human resource management to perform any of the above responsibilities shall be a ground for administrative disciplinary action for neglect of duty which the head of agency or the Commission can initiate.

RULE XIV TRANSITORY PROVISIONS

Sec. 141. The revised forms prescribed herein shall be used in submitting appointments starting January 2, 2018.

Sec. 142. Appointments issued using the old forms starting January 2, 2018 shall be returned for resubmission in the new prescribed form within fifteen (15) days from receipt thereof; otherwise, said appointment/s shall be disapproved/invalidated.

Sec. 143. Agencies shall submit to the CSC RO concerned for approval the revised Agency Merit Selection Plan in accordance with the 2017 Omnibus Rules on Appointments and Other Human Resource Actions within six (6) months from date of

the effectivity of said Rules.⁵⁷ The rules provided herein shall be used as bases in the issuance of appointments and attestation thereof should the agency fail to submit the revised Agency Merit Selection Plan within said period.

RULE XV REPEALING CLAUSE

- CSC Memorandum Circular No. 34, s. 1997 (Requirement for Pre-Employment Mental, Physical-Medical Examinations)
- CSC Memorandum Circular No. 40, s. 1998 (Revised Omnibus Rules on Appointments and Other Personnel Actions)
- CSC Memorandum Circular No. 15, s. 1999 (Additional Provisions and Amendments to CSC Memorandum Circular No. 40, s. 1998)
- CSC Memorandum Circular No. 20, s. 2002 (Revised Policies on Temporary Appointments and Publication of Vacant Positions)
- CSC Memorandum Circular No. 21, s. 2002 (Policies on Detail)
- **CSC Memorandum Circular No. 12, s. 2003 (Revised Policies on Qualification Standards)**
- CSC Memorandum Circular No. 2, s. 2005 (Revised Rules on Reassignment)
- CSC Memorandum Circular No. 3, s. 2005 (Rules on Probationary Period for Permanent Appointment in the Career Service)
- CSC Memorandum Circular No. 4, s. 2005 dated January 21, 2005 (Amendment to Policy No. 12 of CSC MC No. 3, s. 2001 and Clarification of the Functions and Responsibilities of the Personnel Selection Board)
- CSC Memorandum Circular No. 6, s. 2005 (Guidelines on Designation)
- CSC Memorandum Circular No. 16, s. 2005 (Amendment to Item No. 4 of CSC MC No. 3, s. 2001 on Publication Requirement)
- CSC Memorandum Circular No. 2, s. 2007 (Amendment on the Policy on the Effectivity of Appointments of Department Heads in Local Government Units)
- **CSC Memorandum Circular No. 11, s. 2007 (Publication of Vacant Third Level Positions in the Government)**
- **CSC Memorandum Circular No. 28, s. 2009 (New Guidelines in the Processing of Appointments Issued in Violation of RA 7041 (An Act Requiring Regular Publication of Existing Vacant Positions in Government Office))**
- CSC Memorandum Circular No. 10, s. 2011 (Revised Rules on Appointments Issued by Outgoing Elective and Appointive Officials)
- **CSC Decision No. 120091 dated Feb. 1, 2012 (National Commission on Muslim Filipinos Re: Request to Grant Second Level Eligibility to Shari'ah Lawyers)**

⁵⁷ CSC Resolution No. 1701009 dated June 16, 2017 was published on August 2, 2017 in the Philippine Star. It became effective on August 18, 2017, fifteen (15 days) after its publication. It was circularized through CSC Memorandum Circular No. 24, s. 2017

- **CSC Memorandum Circular No. 21, s. 2013 (Qualification Standards on Training)**
- CSC Memorandum Circular No. 25, s. 2014 (Recording of Services Rendered in the Government; Amendment to CSC Resolution No. 062179 dated December 6, 2006)
- **CSC Memorandum Circular No. 25, s. 2017 (Status of Appointments to Faculty Positions in State Universities and Colleges (SUCs) and Local Universities and Colleges (LUCs) Where There is Dearth of Holders of Master's Degree in Specific Fields) - Partial Repeal**

All other existing policies which are inconsistent with these Rules are deemed repealed or modified accordingly.

**RULE XVI
SEPARABILITY CLAUSE**

If any provision of these Rules or the application of such provision to any person or circumstance is declared invalid, the remainder of the Rules or the application of such provision to other persons or circumstances shall not be affected by such declaration.

**RULE XVII
EFFECTIVITY**

The 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised July 2018 shall take effect after fifteen (15) days from the date of its publication in a newspaper of general circulation or the Official Gazette.

Quezon City.

ALICIA dela ROSA - BALA
Chairperson

LEOPOLDO ROBERTO W. VALDEROSA JR.
Commissioner

VACANT
Commissioner

Attested by:

DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

/HRPSO/PSSD/APE/JLT/SGA/gregory