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Ms. Dolores Salvacion F. Tolentino  
*Records Officer*

Mr. Rafaelito A. Miñoza  
*Internal Auditor*

Ms. Mardelyn B. Barrogo  
*College Librarian III*

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Ms. Rosalinda G. Amon  
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Hon. Danilo S. Enguerra  
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Hon. Jaymar P. Baldonade  
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*Director, Research*

Dr. Jonah G. Zante  
*Director for Extension and Training / Coordinator, NSTP*

Dr. Shirley N. San Pedro  
*Director, Graduate Studies / Coordinator, OJT*

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*Director, Department of Engineering*

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*Director, Department of Teacher Education*

Dr. Marilyn R. Ora  
*Director, Department of Agriculture and Aquatic Sciences*

For. RB J. Gallego  
*Director, Department of Forestry and Environmental Science*

Prof. Rufina I Talavera  
*Director, Department of Arts and Sciences*

Ms. Mayreen V. Amazona  
*Director, Department of Information Technology*

Prof. Antonio D. Bolivar III  
*Director, Information and Communication Technology Center*

Mr. Roderick I. Zante  
*Director, Physical Plant and Site Development / Supervisor, Motor Pool*

Ms. Alma S. Bayudan  
*Director, Office of Student Affairs / Guidance Counselor III / Coordinator, Scholarship Services*

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*Director, Auxiliary Services*

Prof. Annie R. Capin  
*Director, Production*

Prof. Eriberto C. Rivera  
*Information and Publication Officer*

For. Michelle A. Resueño  
*Accreditation Officer*

Ms. Dina DC. Lim  
*Coordinator, Gender and Development*

Coordinator, Philippine Science Consortium

Mr. John Ryan I. Abesamis  
*Coordinator, Socio-Cultural Affairs / Coordinator, DC-SUC CIRPS*

Mr. Conrad P. Mendizabal  
*Coordinator, Sports Development*

Mr. Mark Joseph R. Rafael  
*Program Coordinator, Casiguran Campus*

Ms. Olga V. Abion  
*Special Disbursing Officer*

Mr. Conrado E. Navarro  
*Chief, Security Force*

*Dr. Rowel Oliña*  
*Coordinator, Panrehiyong Sentro sa Wikang Filipino*

*Engr. Nelson L. Sibayan*  
*College Engineer*

*Under Contract of Service*
FOUNDATIONAL STATEMENTS

MANDATE
The State College shall primarily provide technical and professional training in the sciences, arts, teacher education, agriculture, engineering and technology as well as short-term vocational courses. It shall likewise promote research, advanced studies and academic leadership in the stated areas of specialization (Section 2 of RA 7664). Republic Act 7664 is the law creating the Aurora State College of Technology.

VISION
ASCOT, a Center of Excellence in Instruction, Research, Extension, and Production in ASIA.

MISSION
Develop ASCOT as:

- a top ranking higher education institution in the sciences, arts, teacher education, agriculture, entrepreneurship, engineering and technology;

- a fulcrum of interdisciplinary and multidisciplinary scientific, applied and development-oriented researches that leads to technological inventions and people-oriented programs that addresses poverty alleviation in host and partner communities;

- an extension and training opportunities provider supporting entrepreneurial production programs that deliver socio-cultural empowerment and improve the quality of life of the people it serves;

- an institution that upholds good governance and provides equal advancement opportunities for the people of Aurora and other neighboring provinces.

PHILOSOPHY
The effectiveness of the Aurora State College of Technology (ASCOT) as an institution of higher learning is measured by its contributions to the development of the rural people it serves.

THRUST
Effective learning can only take place in an environment that nourishes learning. ASCOT is committed to keep at pace with the changing environment by acquiring the latest technology and knowledge to retain its edge and to remain one step ahead towards Aurora’s development.
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APPENDIX
CHAPTER 1. INTRODUCTION

Section 1. Brief History Of The Aurora State College of Technology

Aurora State College of Technology (ASCOT) was created on December 30, 1993 by virtue of Republic Act No. 7664. It was formulated and sponsored by then Senate President Edgardo J. Angara and the late Representative Benedicto G. Miran. Immediately, a pre-organization task force was formed that would take over the management and operation of ASCOT through the leadership of Senator Angara, the father and founder of the College. Negotiations and transactions were made with the Department of Education, Culture and Sports (DECS), Division of Aurora, with the then Superintendent, Mr. Domingo F. Hulipas. They located the temporary classrooms to be used for the next school year and managed the admission of freshmen students.

ASCOT opened immediately in School Year 1993-94, with Dr. Benny A. Palma as Acting President. He came from Aklan State College of Agriculture (ASCA) Banga, Aklan. ASCOT started with 301 freshmen students whose classes were held at Baler Central School buildings. They were provided with 10 classrooms and one bigger room for its administration office. At the start, services were rendered by 13 faculty members and 9 administrative personnel.

Through RA 7664, ASCOT was allocated with a campus site consisting of 196.06 hectares situated at Dibudulan Mountain, Sitio Dicaloyungan, Brgy. Zabali, Baler, Aurora. The said area was declared as the ASCOT school site thru Presidential Proclamation No. 559 on April 7, 1996. It also mandated ASCOT to integrate the Aurora National Agricultural School (ANAS) in the town of Maria Aurora, Aurora and the Aurora National Fishery (ANFish) School in Casiguran, Aurora.

Additional campuses consisting of 110.8 hectares in Barangay Bazal, Maria Aurora and 105 hectares in Barangay Bianoan, Casiguran, Aurora were also acquired by ASCOT through a Memorandum of Agreement with the Department of Education, Culture and Sports represented by Regional Director Pedro V. Trinidad of Region IV. The Diploma in Agricultural Technology-Bachelor of Agricultural Technology (DAT-BAT) Program with 259 students, 10 faculty members, 2 support staff, books, farm equipment, vehicles and buildings were also turned over to ASCOT.
After a few years, its first ever Commencement Exercises was held at the Baler Municipal Plaza on June 8, 1996 with Representative Bellaflor J. Angara-Castillo as the Commencement Speaker. A total of 178 students, 30 collegiate and 148 vocational, composed the first batch of graduates in four-year degree courses in Agriculture and two-year completion certificates for ladderized technology courses.

Late in the year 1996, the General Education and other departments of the college moved to the completed Phase I of Dr. Juan C. Angara Building at Sitio Dicaloyungan, Barangay Zabali, Baler, Aurora.

ASCOT has indeed improved a lot through the years. Its academic program is now composed of 7 departments offering 5 graduate courses, 15 degree programs. Its manpower has tremendously increased to more than a hundred permanent and non-permanent employees.

Section 2. Mandate

The State College shall primarily provide technical and professional training in the sciences, arts, teachers education, agriculture, engineering and technology as well as short-term vocational courses. It shall likewise promote research, advanced studies and academic leadership in the stated areas of specialization. (Section 2 of RA 7664)

Republic Act 7664, the law creating the Aurora State College of Technology.

Section 3. Vision

ASCOT, a Center of Excellence in Instruction, Research, Extension and Production in ASIA

Section 4. Mission

Develop ASCOT as:

- a top ranking higher education institution in the sciences, arts, teacher education, agriculture, entrepreneurship, engineering and technology;

- a fulcrum of interdisciplinary and multidisciplinary scientific, applied and development-oriented researches that leads to technological inventions and people-oriented programs that addresses poverty alleviation in host and partners communities;
- an extension and training opportunities provider supporting entrepreneurial production programs that deliver socio-cultural empowerment and improve the quality of life of the people it serves;

- An institution that upholds good governance and provides equal advancement opportunities for the people of Aurora and other neighboring provinces.

Section 5. Philosophy

The effectiveness of the Aurora State College of Technology (ASCOT) as an institution of higher learning is measured by its contributions to the development of the rural people it serves.

Section 6. Thrust

Effective learning can only take in an environment that nourishes learning. ASCOT is committed to keep at place with the changing environment by acquiring the latest technology and knowledge to retain its edge and to remain one step ahead towards Aurora’s development.

Section 7. Logo

The College color shall be green, gold, white and blue.

The Seal of the College shall be of the design approved by its Board of Trustees.

It has a torch, symbolizes enlightenment of the avowed vision and mission of the college for guidance and direction to all its instructional components.
Illuminations radiating from the torch represent the eight towns of the province of Aurora. This signifies the undying commitment of the College to provide education and training to its population and to uplift their living condition and improved the productivity of the province.

The book and the hand symbolize the thrust of the College for a relevant and timely learning from theory to practical skills and application.

The soil represents the terrain of the Sierra Madre, a historically known landmark which holds the College in its cradle. The fertile ground of the mountain shows its richness, enabling the people of the province to become more productive and self-reliant.

The fish and the blue sea represent the abundance of the mouth of the Pacific which embraces the College with marine and aquatic resources.

The coconut fruit, the primary product of the province, symbolizes the unequivocal commitment of the College to pursue research and development activities to fulfill its immediate and long term needs for social and economic growth.

The gear symbolizes engineering and technology in accordance with technical and practical knowledge as one of the thrusts of the College to equally skilled produce craftsmen for the economic and technological growth of the province.

The microscope and the atomic cell structure represent science and technology in consonance with the country’s programs in enhancing scientific knowledge and technological expertise. In pursuance of the scientific advancement in the near future, the College is devoted as the prime mover of development in the province.

The words—instruction, research and extension—represent the trilogy of functions of the College with the general objectives of achieving academic excellence and improving the well-being of the rural communities in the Province through generation, verification and dissemination of scientific knowledge and technologies with emphasis on agriculture, forestry, fishery, trade and engineering for countryside agro-industrialization.

The symbols are enclosed in a circle of eight braided vines representing organizational cohesion built on dynamism and unity, flexible and responsive in meeting the demands of the times.
The emblem of the College shall be a circle with the following dimensions:

- The distance of the circle of the inside circumference (shorter radius) measures 4.5 cm. and the distance from the center torch measure 0.7 cm. in diameter with a height of 2.2 cm., and the circular light ray is directly along the vertical line (two vertical, two horizontal lines and 45 degrees lines). The distance from the reference point to the center of the circular light ray is 1.7 cm.;
- the eye of the fish measures 3.0 cm. from the reference point to the center eye.
- The distance of the lower miniscus of the higher wave above the horizontal line is 1.3 cm. while the distance of the lower miniscus of the lower wave above the horizontal line is 1.25 cm. The thickness of each wave measures 0.15 cm.;
- The uppermost part of the coconut fruit coincides with the top surface of the soil. The top and bottom parts of the fruit are 3.7 cm and 4.0 cm., respectively, from the center of the seal.
- The first layer of the soil above the horizontal line is 0.6 cm. while the thickness of each soil layer measures 0.4 cm. and the distance between the soil layer is 0.2 cm.;
- The distance from the center point to the center of the larger gear measure 2.85 cm. while the smaller gear measures 3.65 cm. The diameter of the larger gear is 1.0 cm. while the smaller gear measures 0.7 cm. The center of the larger gear goes along the horizontal line while the center of the smaller is 0.6 cm. below the horizontal line;
- The center of the atomic cell structure from the center is 3.50 cm. while the longer diameter of the atomic shells (ellipse) measures 1.8 cm. and the angle from the horizontal line is 34 degrees;
- The distance of the higher adjuster of the microscope to the center point is 3.0 cm. and the lower adjuster is 1.6 cm. while the distance of the lower adjuster above the horizontal line is 1.3 cm. and the higher adjuster is 2.8 cm. above the horizontal line. The ocular tube of the microscope incline 72 degrees from the horizontal line.
- The width of the lettering (spokes) measures 0.8 cm and the EXTENSION spoke is 90 degrees from the horizontal line; all spokes are spaced 120 degrees between them. The height of the ASCOT letter is 0.8 cm. The diameter of the braided vines from the outside measures 0.3 cm.
- These proportions shall be followed in any enlargement or reduction of the drawing size and cut-outs of the College emblem.
CHAPTER 2. BOARD OF TRUSTEES (BOT)

RA 8292, Section 2, stipulates the composition of the BOT and was modified to (a) achieve a more coordinated and integrated system of higher education; (b) render it more effective in the formulation and implementation of policies on higher education; (c) provide for more relevant direction in their governance; and (d) ensure the enjoyment of academic freedom as guaranteed by the constitution.

Section 1. Composition of the Board of Trustees

1.1. Chairman of the Commission on Higher Education (CHED), Chairman;

1.2. ASCOT President, Vice-Chairman;

1.3. Chairman of the Committee on Education, Arts and Culture of the Senate, member;

1.4. Chairman of the Committee on Higher and Technical Education of the House of Representatives, member;

1.5. Regional Director of the National Economic Development Authority (NEDA), member;

1.6. President of the Federated Faculty Association, member;

1.7. President of the College Supreme Student Council or the Student Representative elected by the Student Council, member;

1.8. President of the Federated Alumni Association of the College concerned, member, and;

1.9. Two (2) prominent citizens who have distinguished themselves in their profession or field of specialization chosen from among a list of five (5) persons qualified in the city or province where the school is located, as recommended by the search committee (constituted by the President in consultation with the Chairman of CHED) based on the normal standards and qualifications for the position, as members.

Section 2. Manner of Appointments

2.1. The BOT Chair, Vice-Chair and the three (3) ex-officio regular members representing Congress and NEDA have the right to sit as Chair, Vice-Chair, and members thereof ipso facto upon their assumption into office (Section 7, RA 8292 IRR).
2.1.1 The CHED Chairman is authorized to designate a CHED Commissioner as Chair of the BOT. (Section16 Rule IV of CMO No. 3 s. 2001)

2.1.2 If the BOT members from Congress cannot attend regular or special meetings/sessions, they may designate in writing their representative. The other BOT ex-officio members from the government shall personally attend the BOT meetings and sessions (Section 8, RA 8292).

2.2. The duly elected President of the Faculty Association shall sit as member of the BOT. The term of office shall be co-terminus with the term of office in such capacity with the Association’s Constitution and By-laws (Section3-a-vi and 3-b, RA 8292).

2.3. The President of the Supreme Student council or the Student Representative elected by the students shall sit as member of the BOT (Section 3-a-vii, RA 8292).

2.3.1 In the absence of a Student Council President or a Student Representative elected, the ASCOT President shall schedule a one (1) week campaign and an election of a student representative (Section 3-a-vii, RA 8292 Section 6 Rule IV of CMO No. 3 s. 2001).

2.3.2 The Supreme Student Council shall sit as member of the BOT. This will be for a term of office which shall be co-terminus with the term of office as Student Supreme College President in such capacity in accordance with the Constitution and By-Laws of the Supreme Student Council (Section 3-vii RA 8292, Section II Rule IV of CMO No. 3 s. 2001).

2.3.3 In the event the student loses his/her status by way of graduation, dismissal, transfer, or other causes, the duly elected representative shall cease as member of the BOT (Section II, Rule IV of CMO No. 3 s. 2001).

2.4. The President of the Alumni Association duly elected shall sit as member of the BOT (Section 3-a-vii, RA 8292).

2.4.1 The term of office of the President of the Alumni Association as member of the BOT, shall continue until his/her term of office as President of the Alumni Association expires (Section 3-b, RA 8292 Section II, Rule IV of CMO No. 3 s.2001).
2.5. Two prominent citizens shall be chosen to sit as members of the BOT, provided they meet the minimum qualifications and/or standard set by the BOT (Section 3-a-ix, RA 8292).

2.5.1 A Search Committee composed of three (3) members shall be constituted by the ASCOT President and approved by the Chairman of the CHED. The Search Committee shall elect from among themselves their Chair, provided that faculty and student sectors are represented (Section 22, IRR).

2.5.2 The Search Committee shall submit the names of at least (5) nominees to the BOT within thirty (30) days from the inception of its search in accordance with the procedures laid down by the Search Committee. (Section 3-ix, RA 8292).

2.5.3 The BOT shall select two (2) private sector representatives from among the five (5) recommended/nominated by the Search Committee, taking into consideration their respective qualifications and the weight of their possible contribution arising from their knowledge, expertise and depth and breadth of experience to the realization of the mission of the SUC itself. (Section 3-ix, RA 8292).

2.5.4 The two (2) private sector representatives selected by the BOT shall be appointed through a resolution duly adopted by the BOT. (Section 3, RA 8292).

2.5.5 The private sector representatives in the BOT shall serve for a term of two (2) years, (Section 3-b, RA 8292) subject to re-appointment for another term only depending on the discretion of the BOT. (Section II, Rule IV of CMO No. 3 s. 2001).

2.6. The Board shall appoint a secretary upon the recommendation of the President who shall serve both the Board and the College and shall keep all records and minutes of proceedings of the BOT. (Section 7, RA 8292 and Section 33 Rule VIII of CMO No. 3 s. 2001).

2.6.1 In the absence of a plantilla position, a Board Secretary may be designated/appointed/selected by the BOT from among the academic rank holders and may opt to receive SG 24 or the SG of the academic rank held, whichever is higher. (DBM-CPCB Memorandum to DBM RO dated September 30, 1999).
2.6.2 Upon recommendation of the SUC President, the BOT may recommend to DBM the conversion of academic position(s) to Board Secretary with Salary Grade 24. Savings cannot be used as fund source for the creation of position pursuant to EO No. 292. (Ibid.)

2.6.3 On the other hand, if the BOT prefers that the Board Secretary shall be designated to be coterminous with the SUC President, the option is within the prerogative of the BOT. (Ibid)

Section 3. Board Meetings

3.1. Regular Meetings

3.1.1 The BOT must regularly convene at least once every quarter. (Section 12.1 CMO No. 3, s. 2001)

3.1.2 The BOT shall determine the frequency, date and venue of Regular Meetings. (Section 12.2, RA 8292, IRR).

3.1.3 The SUC President shall be responsible for the needed preparations to ensure the smooth conduct of BOT Regular meetings (Section 12.3, RA 8292, IRR).

3.1.4 The Board Secretary shall issue the Notice of Regular Meetings at least seven (7) days before the scheduled meeting and shall furnish every BOT member the proposed agenda and pertinent supporting documents authorized by the SUC President. (Section 7, RA 8292).

3.1.5 The Board Secretary shall secure the confirmation of attendance one (1) day before the BOT meeting.

3.2. Special Meetings

3.2.1 The BOT Chair or Vice-Chair may call special meetings whenever necessary, provided the members of the BOT have been duly notified in writing at least three (3) days before the date of the special meeting (Section 12. 4,Sec 3 RA 8292 of CMO No. 3 s. 2001).

3.2.2 BOT members may petition the Chair or Vice-Chair for a special meeting based on legitimate and urgent concerns requiring Board action and decision. (Section12.4, Section 3 RA 8292 of CMO No. 3 s. 2001).

3.2.3 The agenda of special meetings shall be limited to specific matters needing urgent action/resolution of the BOT.
3.2.4 Upon instruction of the BOT Chair or Vice-Chair, the Board Secretary shall issue a Notice of Special Board Meeting and shall furnish every BOT member the proposed agenda and pertinent supporting documents (Section 7, RA 8292).

3.3. **Presiding Board Meetings**

3.3.1 The CHED Chairman or the Commissioner duly designated as BOT Chair shall preside over regular and special meetings (Section 27, IRR).

3.3.2 In the absence of a duly designated BOT Chair, the SUC President who is the BOT Vice-Chair shall preside over the scheduled regular or special meeting (Section 3-c, RA 8292 and Section 14).

3.3.3 Where the BOT Chair or SUC President is not in attendance, the scheduled meeting shall be deferred and rescheduled to another date as agreed upon by the BOT members.

3.4. **Determining a Quorum**

3.4.1 After the BOT Chair has called the board meeting to order, the Board Secretary shall call the roll.

3.4.2 Based on the number of BOT members in attendance, the Board Secretary shall declare whether or not there is a quorum.

3.4.3 A majority of 50% plus one (1) of all members holding office shall constitute a quorum, provided the BOT Chair or SUC President is among those present in the meeting. (Section 3-c, RA 8292 and Section 25, IRR).

3.4.4 If a quorum cannot be declared for reason that the attendance does not constitute the majority of the BOT members, the BOT Chair may convert the meeting into an executive session i.e. if the agenda is extremely urgent, provided that the actions taken shall be submitted for confirmation of the BOT in the subsequent meeting.

3.5. **Securing BOT Authority/Approval Through Referendum(s)**

3.5.1 In case of urgent matters requiring board action/resolution, the ASCOT President may secure a BOT decision through a referendum i.e. if the BOT cannot be convened for valid reasons.

3.5.2 Operational board matters during a board meeting may be submitted through referendum upon instruction of the BOT.

3.5.3 The BOT shall promulgate policies pertaining to referendum(s) particularly on their scope and limitations.
3.5.4 Generally, the referendum shall be limited to academic and administrative matters.

3.6. **Preparing Agenda of Board Meetings**

3.6.1 The ASCOT President shall initiate the submission of proposed agenda matters by the Vice-Presidents, Campus Administrators, Directors, and other administrative officials at least ten (10) days before the scheduled BOT Meetings.

3.6.2 The ASCOT President shall call an administrative meeting with aforestated officials and shall finalize the proposed agenda of board meetings based on the agreements during the executive session which ASCOT President organized.

3.7 **Preparing and Releasing Excerpts of Board Resolutions**

3.7.1 The Board Secretary shall prepare and release an excerpt of a specific Board Resolution upon written request of the party concerned, stating thereto the purpose of the excerpt requested.

3.7.2 The Board Secretary shall secure the approval of the ASCOT President for release of excerpts of Board Resolutions.

3.7.3 The excerpts of a particular Board Resolution shall contain the following:

3.7.3.1 Text of resolution

3.7.3.2 Action taken by the Board, (e. Approved, Confirmed, Disapproved or Deferred) and Resolution Number (i.e. Board Resolution No. ______-2015) to be indicated at the bottom of the text near the right margin.

3.8 **Organizing Committees of the BOT**

3.8.1 The BOT may organize Ad Hoc committees for purposes of (a) enhancing in-depth study and analysis of specific concerns presented to the Board, and (b) ensuring maximum consultation with concerned stakeholders.

3.8.2 The committees organized include curricular programs, research, faculty welfare, infrastructure, resource generation, linkages, etc.
3.9 Inducting/Orienting the new ASCOT President

3.9.1 The outgoing ASCOT President shall undertake a meaningful turn-over of the institution, its on-going programs and projects, finance, fixed assets, personnel profile and other concerns which the Board deems necessary. Non-compliance thereof shall mean no BOT clearance (CHED Manual of Operations of SUCs, 2004).

3.9.2 As a matter of progressive practice, the incumbent ASCOT President shall cause the preparation of legitimate turn-over of documents and term reports, six months before the end of the term, whether or not the incumbent is seeking a re-appointment for another term (CHED Manual of Operations of SUCs, 2004).

Section 4. Powers and Duties of the BOT

4.1. General Powers

4.1.1 The BOT shall have general powers of administration and the exercise of all the powers granted to the Board of Directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines (Section 4, 8292).

4.1.2 Basically, the BOT is a policy making body. As, such, its prime concern on the administration of the College is the promulgation and implementation of policies in accordance with the declared state policies and pertinent provisions of the Philippine Constitution on education, science and technology, arts, culture, and sports, as well as the policies, standards and thrusts of the CHED under RA 7722 (Section 5, RA 8292).

4.2. Specific Powers and Duties

The specific powers and duties of the BOT as stipulated in Section 4, RA 8292 are as follows:

4.2.1 To enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the College

4.2.2 To receive and appropriate all sums as may be provided, for the support of the College in the manner it may determine, in its discretion, to carry out the purposes and functions of the College.
4.2.3 To receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose of the same when necessary for the benefit of the College, subject to limitations, directions and instructions of the donors, if any. Such donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor, provided, that the rights, privileges and exemptions extended by this Act shall likewise be extended to non-stock, non-profit private universities and colleges, and provided further that the same privileges shall also be extended to city colleges and universities with the approval of the local government unit concerned and in coordination with the CHED;

4.2.4 To fix the tuition fees and other necessary school charges, such as, but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose, after due consultations with the involved sectors.

Such fees and charges, including government subsidies and other income generated by the College, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefore shall form part of the same fund for the use of the College.

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

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

4.2.5 To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
4.2.6 To authorize the construction or repair of its building, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the College through the BOT shall be exempt from all taxes and duties;

4.2.7 To appoint upon the recommendation of the President of the College, Vice-Presidents, Deans, Directors, Section Heads, faculty members and other officials and employees;

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

4.2.9 To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;

4.2.10 To set policies on admission and graduation of students;

4.2.11 To award honorary degrees upon persons in recognition of outstanding contribution in the field of education, public service, arts, science and technology or in any other field of specialization within the academic competence of the College; and to authorize the award of certificates of completion of non-degree and non-traditional courses;

4.2.12 To absorb non-chartered tertiary institutions within their respective provinces in coordination with the CHED and in consultation with the DBM and offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;

4.2.13 To establish research and extension centers of the College where such offices will promote the development of the latter;
4.2.14 To establish Chairs in the College and to provide fellowships for qualified faculty members and scholarships to deserving students;

4.2.15 To delegate any of its powers and duties, provided for herein above to the president and/or any other officials of the College as it may deem appropriate so as to expedite the administration of the affairs of the College;

4.2.16 To authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;

4.2.17 To collaborate with other governing boards of SUCs within the province or region, under the supervision of the CHED and in consultation with the Department of Budget and Management (DBM), in instituting organizational changes to the College to become more efficient, relevant, productive, and competitive;

4.2.18 To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the College, the proceeds from which shall be used for the development and strengthening of the College;

4.2.19 To develop consortia and other forms of linkages with the local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;

4.2.20 To establish academic arrangements for institutional capability-building with appropriate institutions and agencies, both public and private, local and foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;

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

4.2.22 To establish policy guidelines and procedures for participative decision-making and transparency within the institution;
4.2.23 To privatize, where most advantageous to the institution, Management of non-academic services such as health, food, building or grounds or property maintenance and other similar activities; and

4.2.24 To extend the term of the president of the College beyond the age of retirement, but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the College concerned.

Section 5. BOT Actions/Resolutions; DBM and COA Clarifications/Guidelines on Specific Powers and Duties of the BOT

5.1. COA Guidelines and Procedures on the Use of Income

COA Circular No. 2000-02 entitled “Accounting Guidelines and Procedures on the Use of Income of SUC to RA 8292” was issued/released on April 24, 2000 to provide guidelines and procedures on the utilization of income of SUCs constituted into Special Trust Fund (STF) pursuant to Section 4 (d) of RA 8292.

5.1.1 General Guidelines:

5.1.1.1 The following provisions of RA No. 8292 and the General Appropriations Act are hereby reiterated:

- All income of SUCs from tuition fees and other necessary charges such as matriculation fees, graduation fees, laboratory fees, medical and dental fees, library fees, athletic fees, and other similar fees shall be deposited in an Authorized Government Depository Bank (AGDB) and constituted as STF. All interest that shall accrue there from shall form part of the same Fund.

- All fiduciary fees shall be disbursed for the specific purposes upon which they are collected.

- In no case shall the STF be used for the payment of salaries and the creation of new positions.

5.1.1.2 The STF shall be used to augment the maintenance and other operating expenses and capital outlays of the college and to pay authorized and fringe benefits to personnel and students who render services to the school.
5.1.1.3 A special budget for the utilization of the STF, supported by a Certification from the Chief Accountant that sufficient income has been raised, collected, and deposited with an Authorized Government Depository Bank (AGDB), shall be approved by the BOT of the College.

5.1.1.4 The approved special budget shall be used by the Budget Officer and Chief Accountant as the basis for recording appropriations and allotments.

5.1.1.5 A copy of the approved special budget shall be furnished to the DBM and the Accounting Office, COA within ten (10) days after approval.

5.1.1.6 Any balance of allotments at the end of the year shall be reverted to the Cumulative Results of Operations - Unappropriated (CROU).

5.1.2 Specific Guidelines

5.1.2.1 The College shall open a separate bank account for the STF wherein all income collections shall be deposited. All interest that shall accrue wherefrom shall form part of the same Fund and shall be reported as interest income. A monthly bank reconciliation statement shall be prepared and submitted to the Accounting Office, COA pursuant to COA Circular No. 92-125A.

5.1.2.2 The Chief Accountant shall maintain a separate set of books of accounts for the STF using Fund Code 164.

5.1.2.3 The Budget Officer shall prepare a special budget for the approval of the BOT to utilize the income deposited with AGDB.

5.1.2.4 The Budget Officer shall also furnish the DBM and the Accounting Office, COA copies of the duly approved special budget within ten (10) days after approval by the BOT.

5.1.2.5 Upon receipt of the duly approved special budget from the Budget Officer, the Chief Accountant shall draw a Journal Voucher to set up the appropriations and record allotments.
5.1.2.6 No special budget shall be approved by the BOT unless it is supported by a certification signed by the Chief Accountant that available deposits are sufficient to cover its funding requirements.

5.1.2.7 The Chief Accountant shall follow the accounting entries shown as Annex A hereof in recording financial transactions pertaining to the STF.

5.1.2.8 At the end of the year, the Chief Accountant shall prepare a Detailed Schedule of Allotments and Obligations Incurred and Breakdown of Income as supporting schedules of the Preliminary Trial Balance.

5.2. **DBM Clarification on BOT Power to Retain Collections**

5.2.1 Pursuant to Section 2-(b) of RA 8292, the BOT is empowered to retain all fees collected/generated and to deposit the collections as Special Trust Fund (STF) in authorized government depository banks (AGDB).

5.2.2 The College shall inform the Bureau of Treasury (BT) regarding the collection deposited for monitoring purposes.

5.3. **COA Clarification on BOT Power to Appropriate**

5.3.1 Section 4(d) of RA 8292 empowers the BOT to appropriate the income of the College and allocate funds with flexibility.

5.3.2 The power of the BOT to appropriate should be in accordance with law provisions and issuances of higher authorities (e.g. the President of the Philippines). The BOT does not have absolute power to grant benefits to faculty and employees if not covered by existing laws and issuances of higher authority.

The BOT may authorize the allocation of funds for personnel benefits authorized by the CSC which are incorporated in the institutional Program on Rewards and Incentives System of Employees (PRAISE) like staff development, medical benefits, etc.

5.3.4 The BOT may allocate funds to implement personnel benefits authorized by DBM covered by national compensation circulars.

5.4. **Power to Delegate Authority**

5.4.1 Depending on the discretion of the BOT, certain powers may be delegated to the College President. (Sec. 4-(o), RA 8292).
5.4.2 All appointments and designations issued by the President are to be submitted to the BOT for confirmation.

5.4.3 The power to appoint is delegated to the President by the BOT and is subjected to the following conditions/limitations:

5.4.3.1 All appointments are duly processed and recommended by the Selection and Promotion Board;

5.4.3.2 The highest level of positions, which the College President shall exercise to appoint, is stipulated in the Board Resolution, and;

5.4.3.3 The level of positions, which the College President is not delegated to appoint but empowered to recommend to the BOT, is specified in the BOT Resolution.

5.4.4 Under any condition and/or limitation, the signatory to all appointments is the College President in his/her capacity as CEO and the action of the Board is for confirmation of the appointments.

5.4.5 If the College is accredited by the CSC, appointments issued by the College President and confirmed by the BOT are sent to the CSC for information, monitoring, and validation and not for approval or attestation.

5.4.6 For expeditious action of the BOT, all pertinent documents shall be available during the Board Meeting.

5.4.7 The BOT reserves the authority to hire, promote, reclassify or fire personnel as a general condition to the delegated power to the College President to appoint.

5.5. **Power to Construct/Repair (Sec. 4(f), RA 8292)**

5.5.1 Most Governing Boards also delegate the authority to construct and/or repair buildings and other infrastructure to the SUC President provided certain conditions are observed:

5.5.1.1 Prior authority to undertake the construction/repair project is secured indicating the available funds for the purpose.

5.5.1.2 Architectural and structural plans and specifications are presented and approved by the BOT.

5.5.1.3 Prior authority of the BOT to conduct Pre-Qualification of Bidders and the actual bidding process is obtained.
5.5.2 The proposed contract together with the bidding result transmitted by the Bids and Awards Committee (BAC) is submitted to the COA Representative for review and to the BOT for confirmation.

5.5.3 The contract becomes executory only after the confirmation by the BOT.

5.6. **Power to Approve or Confirm**

5.6.1 All policies formulated are subject to the approval of the BOT, i.e. curriculum, admission policy, equivalent teaching load (ETL), staff development, security matters, etc.

5.6.2 All resolutions pertaining to collection of fees and other charges are subject to the approval of the BOT, i.e. tuition fees adjustments, miscellaneous fees, school paper fees, student government collections, rentals, etc.

5.6.3 All budget proposals involving general funds and special budgets on use of special trust funds (STF) are subject to the approval of the BOT, e.g. annual budget, use of income, etc.

5.6.4 All resolutions pertaining to continuing and recurring operational transactions are subject to confirmation of the BOT, e.g. appointments, graduates, MOA/MOU, bidding results, etc.

5.6.5 All resolutions pertaining to transactions without prior authority of the BOT are subject to confirmation of the BOT, e.g. infrastructure contracts, project implementation, etc.

5.6.6 Other concerns presented to the BOT which do not require approval or confirmation shall be recorded in the minutes as noted. E.g. report of the president, board examination results, miscellaneous success stories, etc.

**CHAPTER 3. THE ASCOT PRESIDENT AND OFFICIALS UNDER THE OFFICE OF THE PRESIDENT**

**Section 1. Term of Office**

1.1. The College shall be headed by a President, who shall render full-time service. (Sec. 6, RA 8292).

1.2. He/She shall be appointed by the Board, subject to the guidelines, qualifications and/or standards set by the Board, upon recommendation of a duly constituted search committee. (Sec. 6, RA 8292).
1.3. The College President appointed by the Board shall have a term of four (4) years, the beginning and end of which must be clearly specified in appointment by the Board. (Sec. 6, RA 8292).

1.4. The College President shall be eligible for re-appointment for another term only subject to the review of the performance and such other requirements set forth by the Board. (Section 6 of RA 8292)

1.5. In case of vacancy in the Office of the president by reason of death, resignation, removal for cause or incapacity of the College President to perform the function of his/her Office, the CHED Chairperson/Commissioner or Chair of the Board shall have the authority to designate an Officer-in-charge within (15) days pending the appointment of a new College President. The successor shall hold office only for the unexpired term. (Section, RA 8292).

**Section 2. Search Committee for the Presidency (SCP)**

2.1. Within six (6) months before the expiration of the term of the office of the incumbent President, the BOT shall constitute a SCP. (Section 32, IRR).

2.2. The composition of the SCP shall be determined by the Board taking into consideration representatives from the academic community, private sector representative not in any way connected or associated with the College, PASUC and CHED representative. (Section 32, IRR).

2.3 The SCP constituted shall recruit and screen applicants and may devise its own procedure for the search. (Section 32, IRR).

2.4 The SCP shall submit the names of at least three (3) nominees to the Board citing therein the strengths and weaknesses of the nominees for guidance and information of the Board, as well as the enumeration and description of the criteria and procedures employed in the search (Section 32, IRR)

**Section 3. Appointment of New ASCOT President**

3.1. Based on the SCP recommendations, the Board shall select and appoint the new President.

3.2. The appointment papers shall be signed by the CHED Chairperson or the CHED Commissioner duly designated as Regular Chair of the Board. (Sec. 33, IRR).
Section 4. Reappointment and Tenure of Incumbents

4.1. Pursuant to Section 6, RA 8292, the SUC President shall be eligible for reappointment for another term of four (4) years, provided this provision shall not adversely affect the terms of the incumbents.

4.2. In case the incumbent is eligible and qualified per standards set by the BOT in accordance with R.A. 7722 for re-appointment, search need not be conducted, at the discretion of the BOT. The BOT shall prescribe the terms and conditions under which this discretion may be exercised such as, but not limited to an evaluation of the performance of the incumbent.

4.3. Depending upon the discretion of the Board in accordance with Sec. 4 (x) of RA 8292, the incumbent SUC President may be reappointed for another term.

Section 5. Salary of College President

5.1. The salary of the College President shall be in accordance with the Revised Compensation and Position Classification System and shall be comparable to that being received by the President of similar higher educational institutions. (Sec. 9, RA 9746, Sec. 38, IRR).

5.2. Under NCC No. 69, as amended by NBC No. 461 in June 1998, the SUC Presidents may opt to hold an academic rank and receive corresponding pay, whichever is higher; provided that the academic rank is obtained in the same manner and process that the faculty undergoes for SUC evaluation. (NBC No. 461, s. 1998).

Section 6. Powers and Duties of the President

As Chief Executive Officer (CEO) of the College, the SUC President shall have general powers of administration and supervision similar to CEOs of private corporations.

6.1. Duties and Responsibilities:
   6.1.1 Carry out the general policies laid down by the Board and shall have the power to act within the ambit of said general policies, and shall have general supervision of all academic and administrative operations of the College. He/She shall direct or assign the details of executive actions;

   6.1.2 Hold all officers, faculty members, and employees to the full discharge of their duties and if, in his/her sound judgment the
necessity arises, he/she shall after consultation with the Vice-President/Dean/ Director concerned, in proper cases, initiate the necessary proceedings for the disciplinary sanctions and/or separation from the service of any of them. Relative thereto, all officers, members of the teaching staff, and the employees shall be responsible to and under the direction of the College President;

6.1.3 Serve as the official medium of communication between the faculty, employees and students of the College on one hand, and the Board on the other hand;

6.1.4 Direct the Board Secretary to prepare the agenda of all meetings of the BOT, Academic Council and Administrative Council; Provided, however, that any member of the Board shall be entitled to have any matter included in its agenda; Provided further, that the Academic Council or Administrative Council by majority vote in a meeting or upon the written request of one tenth of its membership may include any other item in the agenda.

6.1.5 Temporarily suspend the permit issued to any person, natural or juridical, who is engaged in any activity in the College found to pursue any of the following:

6.1.5.1 Inciting disloyalty to the College and/or government;

6.1.5.2 Discouraging students from attending their classes and other activities of the College;

6.1.5.3 Creating covert act of dissension among students, faculty and employees;

6.1.5.4 Interfering directly or indirectly with the discipline in the College; and

6.1.5.5 Creating atmosphere of subversion and rebellion in any of the ASCOT-Campuses.

If evidence so warrants, the College President may permanently cancel the said permit after informing the Board of his/her action and the Board may take any action that it may deem appropriate in connection therewith.

6.1.6 Preside at commencement exercises and other public programs and official functions of the College and confer such degrees and honors as granted by the Board. All diplomas and certificates issued by the College shall be signed by him/her, by the College Registrar and by the Dean of the College/Director or official concerned.
6.1.7 Subject to the authority given to him/her by the ASCOT-BOT, recommend suitable persons to fill up vacancies temporarily upon recommendation by the appropriate Selection Committee; to make such appointments as permitted by the Board; and to make such other appointments necessary to meet emergencies occurring between meetings of the Board so that the work of the College will not be hampered; Provided, that such arrangements are reported to the Board for confirmation or appropriate action at its next meeting.

Whenever vacancies occur, the College President shall make public announcement of such vacancies for better selection and recruitment of qualified persons to fill up vacancies or new positions.

No new vacant position and/or item in the College shall be filled in without prior authorization from the College President and approval by the BOT.

6.1.8 Submit an annual report to the Board on the work of the past year and needs for the current year, He/She shall also present to the Board the annual budget of the College with estimates of income and expenditures including the short medium and long-term development and investment plans following pertinent provision of CHED and DBM circulars.

6.1.9 Subject to the approval of the Board of Trustees, to enter into loan agreements with government banks and other lending institutions for awarding the various projects of the College;

6.1.10 Upon authority of and subject to confirmation by the BOT, execute and sign on behalf of the College all contracts, deeds and other instruments necessary for the proper conduct of the business of the College.

However, in regularly recurring undertakings and transactions where his/her action is virtually ministerial, conditions and terms thereof having been fixed by existing regulations and general laws, he/she may direct through appropriate written instructions that approval in specified cases may be made in his/her behalf by the concerned heads of offices or units, subject to such safeguards as he/she may impose.

6.1.11 The College President shall discharge the following specific duties, authorities and powers in accordance with existing laws, rules and regulations:
6.1.11.1 Accepts resignation of the official, faculty members and employees;

6.1.11.2 Grants or denies leaves of absence and/or extend such leaves;

6.1.11.3 Recommends to the Board of Trustees the retirement of members of the faculty and employees upon application of the personnel concerned;

6.1.11.4 Authorizes the transfer of faculty members and employees from one department or unit in the College to another in the interest of the service; Provided, that the personnel concerned is notified before such transfer is made;

6.1.11.5 Subject to the approval by the BOT, he/she may approve/disapprove permit for faculty/employees to attend or undergo training grants, fellowships, assistantships or conferences sponsored by outside agencies/organizations;

6.1.11.6 Supervises and controls all academic programs and activities of the College through the Vice President of Academic Affairs and College Deans/Directors;

6.1.11.7 Grants or denies the extension of faculty/employees fellowship/scholarship/training for a period not beyond one (1) academic year if the budget permits and for reasons he/she may deem satisfactory;

6.1.11.8 Subject to the approval of the BOT, authorizes the promulgation of such rules which in his/her judgment is necessary for the safekeeping and proper disbursement of funds or property of all student organizations officially approved or recognized to examine and audit the accounts pertaining to such funds or property;

6.1.11.9 When so authorized by the Board, appoints, without the necessity of submitting to the Board for approval, qualified members of the faculty as scholar of the College (full or partial) in order to enable them to pursue graduate studies (local or abroad), and to fix the financial assistance to any such scholar in accordance with the rules promulgated by the Board,
as provided for in the Faculty and Staff Development Guidelines and Policy, and within the lump sum appropriated for fellowships;

6.1.11.10 Issues ad-interim appointments, contract of service or designations when the interest of the service so requires; and

6.1.11.11 Subject to the BOT approval, renews appointments of the faculty/employees concerned for not more than one (1) year if the budget permits and services are necessary; and

6.1.12 Perform other powers, duties, responsibilities and functions as expressly stipulated in the College Code, in such other relevant laws, rules and regulations or such other powers as the Board may authorize or delegate from time to time.

Section 7. Delegated Authority of the College President

7.1. Appoints faculty members to Academic Ranks with Salary Grade 18 and below subject to confirmation of the Board.

7.2. Appoints non-teaching and Administrative personnel to positions with salary grade 18 and below subject to confirmation of the Board.

7.3. Appoints Part-time Faculty, Lecturers, Senior Lecturers, Professional Lecturers, Special Lecturers for a period of not more than one term; provided such appointments be submitted for information of the Board;

7.4. Approves contractual and Job Order appointments not exceeding six (6) months; provided such be submitted for information of the Board;

7.5. Designates Vice-Presidents, Deans/Director or any ranking officers of the Administration as Officer-in-Charge (OIC) of the Office of the President to carry out the day-to-day activities of the Office for a period not exceeding two (2) weeks, without renewal;

7.6. Designates Officer-in-Charge of Campuses and other Head Units, Academic and Administrative for a period not exceeding one (1) month, without renewal;

7.7. Designates Deans/Campus Directors, Department Chairs and other Heads of Head Units in an Acting Capacity for a period of not less than one (1) year to be renewed depends on the performance or discretion/prerogative of the College President as the case maybe arises;
7.8. Designates program and Project Directors/Coordinators;

7.9. Approves and signs contracts/agreements with other Institutions, Local or Foreign, for Joint Academic, Research and/or Training Programs; provided no additional and/or Special Budgetary Outlay on the part of the College is involved; Provided further that contracts/agreements be reviewed by the Legal Counsel and concerned officials of the College and be submitted to the Board for information;

7.10. Approves changes in nomenclature of subjects, revision of existing curricula including the addition or exclusion of subject in compliance to CHED and/or PRC requirement; provided such is reported to the Board for information;

7.11. Approve faculty scholarships and sign scholarship contracts upon the recommendation of the Faculty Scholarship Committee and in accordance with the approved guidelines for Faculty and Staff Development Program subject to confirmation of the Board of Trustees;

7.12. Approve application of Leave of Absences (Sick/Vacation) of ASCOT Faculty and Staff with a duration of one month or more but not exceeding one year; and

7.13. Approve thesis/dissertation allowances of the faculty members and staff.

Section 8. Officials under the President

8.1. **BOT/College Secretary**

8.1.1 The BOT shall appoint a Secretary who shall serve both the Board and the College and shall keep all records and proceedings.

8.1.2 Duties and Responsibilities

- Collates data and information needed by members of the Board of Trustees;
- Provides pertinent enclosures for adequate documentation of items in the agenda and shall send out the agenda for meetings of the members of the Board;
- Maintains a full and accurate record of all Board proceedings and shall furnish the different colleges/campuses of ASCOT resolutions passed and approved by the Board of Trustees;
Coordinates with concerned offices in connection with information required by the BOT and may act as the secretary of the Administrative Council and Academic Council at the discretion of the College President.

Coordinates and collate the reports of all colleges, divisions, departments, and sections of ASCOT and shall assist the President in the preparation of the annual and other required reports of the Board;

Maintains a systematic filing and safekeeping of records and documents of the Board of Trustees; and

Does other related work as may be deemed proper.

8.2. **Executive Assistant**

Duties and Responsibilities:

- Assists the President in the formulation and implementation of policies, rules, and regulations pertaining to the management and administration of the College;

- Supervises/manages the operations of the Office of the President and shall document, keep, and file records, BOT Resolutions, directives, issuances, memoranda, and pertinent documents;

8.3 **College Legal Counsel**

College Legal Counsel is available only for College business and not personal matters. Deans, Directors, Administrative Officers should inform the President or Vice Presidents of any matter they wish to discuss with Legal Counsel. All others must receive permission through their Dean or Director from the Appropriate Vice President before requesting assistance from Legal Counsel.

Duties and Responsibilities:

- Provides legal services to the College represented by its officials and employees on all legal matters and issues concerning its programs, activities and operations;

- Renders legal opinion and advice to the College on matter involving legal concerns and administrative matters;

- Reviews of legal contracts and/or documents;

- Prepares appeals, petition for review, certiorari and other legal remedies on various civil and administrative cases involving the College;
Hears on administrative cases involving agency officials and employees;

Represents the College in cases filed before the Prosecutor’s Office and those filed before the courts.

8.4 Institutional Planning and Development Officer

Duties and Responsibilities:

- Provides support to the College president in the policy-making and planning processes in the College;
- Assists the College President in identifying priority projects for development;
- Prepares short and long term development plans of the College;
- Coordinates with the Directors of the different departments regarding plans/projects for development;
- Initiates and implements College planning policies for operation and development plans of the College;
- Consolidates Strategic Plans and prepares College Annual Report;
- Conducts and attend affairs relative to College planning and development;
- Conducts organizational review and studies of the projects and prepare its analysis and reports;
- Does related work. (Notice of Designation s. 20__)

8.5. External Affairs and Community Relations Director

Duties and Responsibilities:

- Establishes linkages with external institutions, both local and international, to generate additional support and resources for the college;
- Pursues an aggressive program for possible financial assistance and other forms of aids like research grants, fellowship, and other institutional building assistance program/projects;
- Initiates programs in resource generation from land, infrastructure, material and human resources of the college in coordination with relevant units to support the academic research and other development programs of ASCOT;
Establishes linkages with alumni, oversee the organization of local, national and international chapters, and implement programs and projects sponsored by the alumni associations;

Maintains public relations with the community and other government and non-government agencies;

Plans and implements programs regarding practicum and job placement of students and graduates;

Disseminates information on employment opportunities and school linkages; and

Does other related works as may be deemed proper.

8.6 Information, Communication and Technology Center Director

Duties and Responsibilities:

- Formulates plans and policies for the effective and efficient ICTC utilization in the college;
- Prepares ICTC Proposals for approval by the top management and schedule its implementation;
- Organizes the unit for the effective implementation of the MIS programs and projects;
- Coordinates with different colleges/departments/campuses regarding ICTC concerns;
- Monitors and evaluates the implementation of the ICTC programs/projects and submit reports to the College President; and
- Does other related works as may be deemed proper. (Notice of Designation s. 20_).

8.7 Information and Publication Director

Duties and Responsibilities:

- Organizes data in publishable format;
- Approves announcements of student clubs and organizations for posting;
- Disseminates/announces information about school activities through mass media;
- Publishes the College Bulletin of Information and College Catalog including information on school curricular offerings, tuition fee rates, miscellaneous and other school fees;
- Prepares and submit reports that may be required by the President;
- Publishes articles in the College Website in coordination with the MIS office; and
Does other related works as may be deemed proper. (Notice of Designation s. 20__)

8.8 Gender and Development Coordinator

Duties and Responsibilities:

- Leads the assessment of the gender-responsiveness of policies, strategies, programs, activities, and projects of the College based on the priority needs and concerns, and the formulation of recommendations and ensure their implementation;
- Leads in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender-responsive planning;
- Spearheads the preparation of the annual performance-based GAD Plans, Programs, and Budget in response to the women and gender issues of their faculty, staff and students, following the format and procedure prescribed by the PCW;
- Leads in monitoring the effective implementation of the GAD Code and any other GAD-related policies, and the annual GAD Plans, Programs, and Budget;
  - Leads the preparation of the annual College GAD Accomplishment Report and other GAD reports that may be required under the Act;
  - Promotes and actively pursues participation of women in the various stages of development planning cycle;
  - Ensures that all personnel of the College including the auditors are capacitated on GAD;
  - Strengthens external links with other agencies; and
- Does other related works as may be deemed proper. (Notice of Designation s. 20__)

8.9 Campus Administrator/s

Duties and Responsibilities:

- Exercises control and general supervision, direction, coordination, and control of the campus’ four (4) thrusts: instruction, research, extension, and resource generation;
- Organizes and monitors the scheduling of classes in coordination with the deans, associate deans and area or program coordinator;
- Develops and evaluates educational policies, plans, programs, projects, and activities of the campus in the coordinate with the VPAA;
Provides leadership in the development of curriculum materials through coordination with the Vice President for Academic Affairs and in the promotion of research, and extension programs for the advancement of education;

- Monitors, reviews, and evaluate faculty performance;
- Recommends approval of requests for study leave and transfer for appropriate action;
- Approves, signs vouchers and checks for fiscal transactions;
- Approves procurement of equipment and supplies based on the approved procurement plan and other financial transactions of the campus;
- Submits annual plans and reports to the President and such other reports that may be required by other College authorities;

- Makes a written report to the President within 10 days after the end of the academic year on the efficiency of the faculty of your college or institute in consultation with the area chairpersons of your department or division if any;

Does other related works as may be deemed proper for the welfare of the College (Notice of Designation s. 20)

CHAPTER 4. OTHER KEY OFFICIALS OF THE COLLEGE

Section 1. Vice President for Academic Affairs (VPAA)

Duties and Responsibilities:

- Coordinates with the President and the Deans/Directors of Instruction, Research and Extension regarding instructional, research and extension programs of the College.
- Provides effective liaison between the College and the community, other educational institutions, organizations and foundations on academic affairs.
- Initiates and undertakes activities that should keep the College abreast with recent development in teaching, research and extension.
- Prepares and pursues a program for faculty and staff development.
- Assists the President in seeking donations and grants-in-aid for the support of scholarship and development of the faculty and staff.

1.1. Officials under the Vice President for Academic Affairs

1.1.1 College Deans /Directors
Duties and Responsibilities:

- Responsible for the conduct and performance of the faculty members and students within the college.
- Assumes leadership role in the formulation and execution of comprehensive plans for the college to effectively translate the mission, goals, and objectives of the institution;
- Initiates, administers, coordinates, reviews and monitors all programs and activities of the college;
- In coordination with the faculty, supervises the preparation, implementation and regular updating of curricular and extracurricular programs in line with the goals and objectives of the departments;
- Initiates in the formulation of academic policies for the college, submits the same to the Vice President for Academic Affairs for approval, and implementation;
- Serves as the official spokesperson for the College with other departments and units, the student body, and the general public on matters pertaining to the college;
- Requests for the acquisition of updated instructional resources relevant to the program offered;
- Supervises classes and evaluates classroom performance of both faculty member and students and design programs for their improvement;
- Recommends the employment, promotion, retention, termination, resignation, retirement, leaves of absence and travel grants of faculty to the College President through the Vice President for Academic Affairs;
- Approves workloads and teaching assignment of faculty;
- Conducts regular evaluation of the performance of the faculty;
- Formulates faculty development programs for the college;
- In coordination with the registrar, keeps records of students to determine their status;
- In coordination with the Director for Student Affairs, ensures proper guidance and discipline of students in his/her department and supervises in the conduct of their affairs;
- Develops system of faculty advisor ship to the students to assist in their curricular requirements and classroom work;
Recommends to the College President candidates for graduation and grants of academic honors to deserving students;

Presides regular meetings with faculty and students;

Sets up a program for student evaluation, grading, promotion, and retention policies in the college consistent with school policies and ensures its proper implementation;

Maintains harmonious working relationship with other colleges and units of the College;

Establishes tie-ups with alumni;

 Prepares the budget for the departments and ensures its inclusion in the College overall budget; and

Shall have supervisory control over all publications of the department; and

Performs other functions that may be assigned or delegated by the College President.

1.1.2 Extension and Training Director

Duties and Responsibilities:

- Supervises the faculty and staff in the College Extension and Training Office;
- Assigns or designates additional functions and responsibilities of the faculty and staff;
- Coordinates with the local government unit in any matter related to tertiary education programs;
- Disciplines erring students;
- Proposes budgetary expenditure every start of the semester;
- Submits targets and accomplishment reports every end of the semester;
- Facilitates collection of miscellaneous fees, tuition and other fees and remits the same to the Cashier of the main campus;
- Does other related administrative and academic jobs.

1.1.3 The National Service Training Program (NSTP) Director

Duties and Responsibilities:

- Spearheads in planning, implementing, monitoring and evaluating NSTP(CWTS/MTS) activities;
Consolidates, coordinates, and operationalizes the NSTP-CWTS/MTS activities of the College in accordance with the approved policies of the programs.

Exercises academic and administrative supervision over the design, formulation, adoption and implementation of the different areas of concerns offered by the institution;

Leads in the formulation and implementation of ASCOT NSTP policies, rules and standards and basic procedures;

Establishes linkages with Government Organizations (GOs) and National Government Organizations (NGOs) and other outside funding agencies;

Reviews and recommends amendments to the established policies and guidelines of NSTP;

Facilitates project development that will encourage the participation of all students;

Coordinates, monitors and reviews NSTP (CWTS/MTS) activities of various campuses to ensure proper implementation;

Coordinates/works with CWTS/MTS Coordinator/Commandant Campus coordinators/commandant, faculty and administrative staff;

Submits consolidated annual report (including other campuses) to CHED Regional Office, copy furnished the Office of the Students Affairs and Services; and

Does other related work. (Notice of Designation s. 20__)

1.1.4 Student Affairs and Services Director

Duties and Responsibilities:

Manages and develops high quality, responsive and flexible student support teams;

Contributes to institutional policy development in relevant areas;

Supervises plans and coordinates programs and activities related to student welfare;

Serves as liaison between the administration/faculty concerning social and recreational needs of the students;

Recommends to the President the equipment and facilities needed from time to time by the students;

Enforces and implements all policies, rules and regulations of the College as specified in the College code and Student Handbook;

Supervises and coordinates all co-curricular and extra-curricular activities of students;
Advises the President on matters pertaining to student welfare;
Prepares and submits reports that may be required by the president;
Attends seminars, conferences related to student affairs;
Performs other duties and responsibilities that may be assigned by the president; and
Does other related works. (Notice of Designation s. 2015)

1.1.5 Accreditation Officer

Duties and Responsibilities:

- Develops, communicates, implements, and maintains accreditation plans to ensure compliance with the national and international standards in higher education;
- Conducts quality management reviews in coordination with the Vice-President, Deans/Director, Area/Program Chairpersons, and Administrative Office Heads;
- Identifies relevant quality and accreditation-related training needs and manage the training;
- Coordinates with the different heads of offices, deans/director of department undergoing accreditation activities;
- Supervises the accreditation activities of accreditation task force and keep documentations/records in the Accreditation Center;
- Prepares academic, technical, and managerial reports and attend trainings related to accreditation purposes; and
- Does other related works. (Notice of Designation s. 20)

1.1.6 College Registrar

Duties and Responsibilities:

- Implements policies on admission, enrollment, accreditation, graduation, and related matters;
- Sign transcript of records, certifications, and related documents of students;
- Secures and maintains confidentiality of students' records and authenticate these records as needed;
- Assists in graduation activities; and
- Does other related work as may be deemed proper.
1.1.7 College Librarian

Duties and Responsibilities:

- Ensures that adequate books, references, magazines, and reading materials are available and in compliance with standards;
- Ensures that reference materials, publications, and books are updated and latest editions are procured;
- Establishes linkages/consortia with other institutions;
- Manages, supervises, and controls the operation of the library and institute safety measures;
- Plans and coordinates with the deans and heads of offices on the development program of the libraries;
- Classifies library book collections, audio-visual tapes, interactive and learning module tapes or compact disc and other reference materials by occupational areas/disciplines; and
- Does other related works as may be deemed proper.

Section 2. Vice President for Administration

Duties and Responsibilities:

- Supervises all administrative offices and support services under VPAF as reflected in the organizational chart of the College;
- Assists the President in identifying priority thrusts of the College in administration and related services and initiate, propose, implement plans, programs and projects for development of the units under VPA;
- Assists the President in undertaking management studies relevant to the operation of Administrative and Support Services and when requested, in developing plans and programs for the College in coordination with other offices;
- Recommends to the College President the allocation of funds for the administrative and maintenance operations of the College after consultation with the Finance Director and/or Budget Officer;
- Ascertains that actual expenditures are in accordance with authorized appropriations and accounting and auditing rules and regulations;
- Provides effective management of auxiliary enterprises and other income generating projects;
- Approves, signs vouchers and checks for fiscal transactions not exceeding Three Hundred Thousand Pesos (P300,000.00) except for personal services which may exceed Three Hundred Thousand Pesos (P300,000.00);
Approves procurement of equipment and supplies based on approved procurement plan not exceeding Three Hundred Thousand Pesos (P300,000.00); and

Performs such other related duties seemed necessary for the good of the College. (Notice of Designation s. 20)
2.1.2 Human Resource Management Officer
Duties and Responsibilities

- Implements the quality management system policies and procedures on Personnel/Recruitment, Selection and Placement.
- Coordinates with VPs, Chief Administrative Officer, Directors and other officers for manning needs personnel upgrading/training and personnel performance evaluation;
- Coordinate with the Chief AO the implementation of proper disciplinary actions and termination procedures;
- Prepares and submits periodical and semestral accomplishment report which includes updated personnel profile, budget needs problems encountered and actions to be taken;
- Participates in General Assembly and Management Review Meetings;
- Recommends program of recognition of personnel accomplishments and contributions to organizational development;
- Does related works.

2.1.3 Records Officer
Duties and Responsibilities

- Oversees and coordinates the day-to-day activities of the College records retention program in compliance with government guidelines;
- Interprets and informs about College administrative records retention and disposition guidelines;
- Develops and implements system covering the inventory of stored records and maintenance and updating of records retention schedules;
- Produces and submits inventory reports, surveys proposals and research projects as needed or requested;
- Supervises the transfer of records to storage or archives;
- Retrieves, allocates space for and stores files and boxes of records in accordance with policies and procedures;
Maintains and updates a record retention database;

Performs data entry and retrieval tasks;

Performs miscellaneous job-related duties as assigned.

### 2.1.1.4 Supply Officer

**Duties and Responsibilities**

- Directs and supervises the work of staff engaged in various supply activities such as storekeeping and property control;
- Accounts for all supplies, materials and equipment;
- Directs and supervises the work of staff and receives all deliveries based on the inspection of the end-user and inspection committee and distribute the same;
- Takes charge of issuing and recording of books, supplies, materials and equipment and preparation of bills of lading, requisitions and issue slips;
- Keeps records of all shipments made, claims, covering losses of goods in transit and or property;
- Undertakes annual inventory and prepares report;
- Recommends evaluation of unserviceable materials and equipment for disposal;
- Does related works.

### 2.1.1.5 Civil Security Officer/Head Guard

**Duties and Responsibilities**:

- Provides guidance in the establishment and administration of security programs in the campus, ensuring that all operations support the College mission, strategic plan, goals and objectives;
- Implements and designs College policies concerning security and safety of the employees, students and properties of the College;
- Coordinates with local public safety (fire and police) outlets, ensuring that the College maintains a strong relationship with them;
- Investigates and evaluates accidents within the limits of the College;
Maintains information on best practices relative to school security and safety and inform the head of the Agency/concern of any significant changes that would have an impact on the College operations;

Be responsible for assigning and supervising parking details for day to day activities and special events;

Assesses the existing campus safety equipment such as camera, fire safety, lights and protection systems, and recommend for acquisition of necessary equipment, and;

Does other related work as may deemed proper.

2.1.1.6 Health Services Office

Duties and Responsibilities:

Prepares and plans budget allocation and manages health services of the College;

Handles simple, uncomplicated and stale medical cases;

Engages in preventive-promotive activities such as physical, medical and dental examinations;

Renders diagnostic and treatment services;

Attends to emergency cases, provide first aid and make referrals of complicated and unmanageable cases to the hospital for intensive management;

Monitors common illnesses, health problems and epidemics to health authorities for proper management;

Gives lecture and provide symposia on health related issues for information dissemination to the public;

Conducts home and hospital visitation and monitor the condition and progress of healing of patients; and

Performs related tasks on public health.
2.1.1.7  Physical Plant and Maintenance Services Director

Duties and Responsibilities:

- Chairs the Technical Building committee and see to it that buildings to be constructed are in accordance with the specifications in the development plan;
- Sets the policies and guidelines on the utilization of function rooms, gym, and other school facilities;
- Prioritizes repairs/renovations/maintenance of buildings and recommend buildings for demolition/condemnation and shall attend to the maintenance of all buildings, class/laboratory rooms, school furniture, canals, pavements, toilet and other school facilities;
- Sees to it that buildings, rooms, and offices are provided with appropriate lightings and ventilation;
- Recommends to the Office of the President equipment, devices, materials, and supplies to be procured for the maintenance of facilities; and
- Oversees the maintenance of the cleanliness of the surroundings of the College; and
- Does other related works as may be deemed proper.

2.1.1.8  MOTORPOOL SUPERVISOR

- Provides administrative and technical supervision on the operation of the Motorpool programs and activities;
- Reviews and recommends improvement and innovation to improve the quality of service in Motorpool programs and activities;
- Prepares budgetary requirements to support the activities of the Motorpool;
- Supervises the Motorpool and maintains the orderliness and cleanliness of the Motor Shop;
- Custodian of all tools, equipment, supplies and materials in Motor Shop;
- Conduct semestral inventory of tools, equipment, supplies and materials of the Motorpool;
Supervises and maintains all the time the vehicles, machinery and equipment;

Monitors the official functions of all personnel in the Motorpool Section;

Prepares proper documentation for the renewal of College's vehicles;

Coordinates to the PPSDO all the repairs and maintenance of vehicles;

Coordinates to the Supply Officer all the purchase of supplies, equipment and spareparts of vehicles;

Performs other related activities as instructed by immediate supervisor.

### 2.1.2 Finance Division

The Financial Management Services Division shall be headed by a Financial Management Director who shall be appointed/ designated by the President and confirmed by the BOT who shall directly supervise the delivery of the service by the Budget Services Office, the Accounting Services Office, the Cashier's Office and other allied sections that may be created by the President in accordance with the organizational structure of the institution.

#### 2.1.2.1 Financial Management Services Director

Duties and Responsibilities:

- Recommends policies for the improvement and direction of the overall financial service functions of the College;
- Supervises the employees in the Accounting, Budget and Cash Division of the main campus;
- Coordinates with the college Deans/Directors/Administrators of external campuses on financial matters;
- Implements budgeting, accounting and auditing rules and regulations;
- Reviews financial reports for submission to concerned government agencies;
- Prepares reports to the deans, heads of offices or concerned officials on financial matters;
- Assists the VPAF in financial resource generation activities of the College; and
- Does other related works as may be deemed proper.
2.1.2.2 Chief Accountant

Duties and Responsibilities:

- Oversees the approval and processing of revenues, expenditures and position control documents, salary updates, ledger and account maintenance and data entries, ensuring compliance with College and government policies and regulations while maintaining appropriate internal control safeguards;

- Prepares financial statements at the institutions level and fiscal and budget reports for internal management and external agencies;

- Develops projections and analysis with conclusions and recommendations for management;

- Coordinates and analysis fiscal and budget systems for controls, policies and procedures, expedite audits;

- Reviews changing laws, procedures and accounting purposes and makes recommendations for or implements changes in accordance with College policy;

- Maintains records system in accordance with generally accepted auditing standards;

- Advises units on improvement of current fiscal procedures, implementation of new fiscal policies and training of accounting and administrative personnel.

2.1.2.3 Budget Officer

Duties and Responsibilities:

- Assists in the development of budget guidelines, annual legislative funding requests, and budget documents;

- Reviews availability of funding and recommends budget revision request for restricted funding, requisition for faculty recruitment, faculty contracts and new staff positions;

- Reviews and advises the finance division on the financial viability/cost benefit, and the relative ranking of capital requests and special project/program proposals for funding;

- Complies schedules and special reports, analyses and feasibility studies such as annual data summaries and program status reports;

- Performs research and analysis to evaluate programs and develop recommendations for more cost-effective organization or funding mechanisms;

- Does other related works as maybe deemed proper instructed by immediate supervisor.
2.1.2.4 Cashier

Duties and Responsibilities:

- Supervises the day to day operations of the cashier’s office which includes the responsibility for cash and credit receipt and deposit activities of the College;

- Supervises personnel, which includes work allocation, training and problem resolution, evaluates performance and makes recommendations for personnel actions, motivates employees to achieve effective and efficient productivity and performance;

- Prepares and implements internal policy procedures recommends policies and ensures compliance with college policy, contractual requirements and standard accounting procedures;

- Coordinates unit functions with financial management departments such as general accounting, taxation and data control regarding accounting operations;

- Reconciles and balances related financial reports and account;

- Develops annual operating budgets and provides fiscal direction to the unit;

- Establishes and implements short and long range unit goals, objectives, strategic plans, policies, and operating procedures, monitors and evaluates programmatic and operational effectiveness and effects changes required for improvement;

- Performs miscellaneous job-related duties as assigned.

2.1.2.5 Business Office/Auxiliary Services Director

Duties and Responsibilities:

- Monitors and evaluates the implementation of policies and guidelines concerning the business affairs and responsibility;

- Assists in the initiation and planning of the establishment of the income-generating projects and other business affair activities;

- Assumes the responsibility on financial matters relating to the operation of the income generating project subject to pertinent provisions of law, accounting procedures and that of the college objective;

- Reviews and endorses budget proposals, feasibility studies and contracts for recommendation and implementation by the VP for Administration;
Evaluates and processes the business proposals based on the College objectives;

Prepares and submits to the Director for Finance reports and communications relative to business affairs.

Assists in the marketing operations of the productions service; and

Does other related works as maybe deemed proper.

3.0. **Officials under the Office of the Vice President for Research, Extension, Continuing Education and Training Services**

3.1.1 **Research and Development Director**

**Duties and Responsibilities:**

- Coordinates plans and programs in research of different colleges/Departments/units with the College President.
- Coordinate and monitors the implementation of research and extension plans and programs of the College.
- Initiates the publication of department researches’ information for the use of the College.
- Updates the College faculty on recent trends in development of relevant research commodities through publication and other means of communication.
- Plans and develops marketing strategies for research results for the approval of the College President, and
- Does other related works as may be deemed proper.

3.1.2 **Extension Services Director**

**Duties and Responsibilities:**

- Develops or establishes data bank for Extension Services of the College.
- Ensures the efficient and adequate operation of the extension services and shall perform his/her duties in accordance with the policies issued by the College.
- Coordinates with the Director for Research in the publication of extension activities of the college in any refereed journal;
- Maintains records of non-formal and extension classes and shall prepare and submit accomplishment and annual reports to the Vice President for RECETS on the condition/progress of the extension services.
Conducts researches relevant to the extension program and in coordination with the Director for Research

Facilitates the transfer of matured technologies developed by the research center through publication and technical bulletins;

Does other related work as may be deemed proper.

CHAPTER 5. COUNCILS

5.1. Administrative Council

The Administrative Council is tasked to review and recommend to the Board of Trustees policies governing the administration, management and development planning of the college for appropriate action.

5.2. Academic Council

- Determines, reviews, and recommends for approval of the BOT the course/program offerings of the College;

- Devises/drafts, reviews, and recommend for approval of the BOT academic policies including the rules of discipline of and for the ASCOT; and

- Fixes the requirements for admission of students in the ASCOT as well as for their graduation and the conferment of degrees and submit the same to the BOT for review and/or approval in accordance with Sec. 4. Par. (j) Of R.A. 8292.

CHAPTER 6. SYSTEMS AND PROCEDURES ON KEY ADMINISTRATIVE TRANSACTIONS

Section 1. Human Resource Management Office

The Human Resource Management Office of the Aurora State College of Technology has a great role in the implementation of human resource management and development policies. In the discipline of the public administration, it has the authority to propose and formulate policies which are sensible and responsive in the needs of the employees and to the College as a whole.

In this instance, the Human Resource Management Office is exploring all necessary means and systems for the judicious management of human resources creating a tolerable environment towards the enhancement of productivity, and the efficient administration of its personnel functions.
1.1. **Recruitment**

The employment in the College is opened to all qualified citizens and earnest efforts shall be exerted to attract the best qualified to enter the service. As a rule, the merit and fitness to perform the duties and assume the responsibilities of the position shall be the basis of the selection of employees. *(See Appendix C “Merit Selection Plan for Employees Merit System for Faculty of Aurora State College of Technology”).*

1.2. **Placement and Promotion**

Promotion is the advancement of an 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 unit to another within the College or from one organizational unit to another within the College.

The President of the College as the appointing authority may promote an employee who is not next-in-rank but who possesses superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements of the position. *(See Appendix C “Merit Selection Plan for Employees and Merit System for Faculty of Aurora State College of Technology”).*

1.2.1 **The following are the procedures in promotion:**

1.2.1.1 Identifies vacancies to be filled through promotion of present employees.

1.2.1.2 Posts list of vacancies together with the qualification requirements in three conspicuous places within the agency premises and simultaneous posting of vacancies to the different agencies.

1.2.1.3 Publishes vacancies in either in the CSC Bulletin of Vacancies or in a newspaper or general circulation.

1.2.1.4 Identifies employees within the agency who are qualified for promotion and accepts other interested applicants not from outside the agency.

1.2.1.5 Evaluates the qualifications of all candidates and submits a short list of qualified and competent candidates/applicants for the position to the personnel Selection Board.

1.2.1.6 Schedules interview/written examination/hands-on and psychological test.
1.2.2 Factors to be considered for Promotion

The comparative degree of competence and qualification of employee shall be determined by the extent to which they meet the requirements at the time of the appointment (CSC MC No.12, s.1989).

1.3. Appointments and other Personnel Action

Before assumption to duties, the appointee of the College shall assume duties, he/she must comply the complete requirements for appointment and such appointment must have the approval of the President. Unit heads, department, deans/ directors who hired without approval by the president shall be held administratively liable for paying the salary of the person being hired.

1.3.1 Contract of Service/Job Order

Employment under Contract of Service/Job Order in the College is described as follows:

The contract covers lump sum work or services such as janitorial, security or consultancy services where no employer-employee relationship exists.

The Job Order covers piece of work or intermittent job of short duration not exceeding six (6) months on a daily basis. They are not allowed to teach after office hours in the College.

The contract of service or job orders are not covered by Civil Service Law, rules and regulations but covered by COA rules;

The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by government employees, such as PERA, ACA, RATA, etc. Services rendered hereunder are not considered government service.

The compensation rate of Job Order is determined by the president subject to the relevant factors set by the College but it shall not be lower than the prescribed minimum wage.

The table below shows the rate of Job Order in consideration of years rendered in the College and educational advancement.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Monthly Rate</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6,000.00/mo</td>
<td>High School Graduate</td>
</tr>
<tr>
<td>2</td>
<td>8,000.00/mo</td>
<td>BS Degree</td>
</tr>
<tr>
<td>3</td>
<td>10,000.00/mo</td>
<td>Master's Degree</td>
</tr>
</tbody>
</table>

1.3.2 Contract of Service/Part-Time Faculty

Employment under Contract of Services of Part-time Faculty in the College refers and described as follows:
The appointment of Part-time Faculty shall be on Contract of Services.

The contract covers lump sum work or services such involving part-time faculty where no employer-employee relationship exists.

The contract of services of Part-time faculty covers piece of work or intermittent job of short duration not exceeding five (5) months based on given teaching loads.

The contract of service involving Part-time Faculty are not covered by Civil Service Law, rules and regulations but covered by COA rules;

The employees involved in the contracts of part-time faculty do not enjoy the benefits enjoyed by government employees, such as PERA, ACA, RATA, etc. Services rendered there under are not considered government service.

### Rate of Contract of Services

<table>
<thead>
<tr>
<th>Degree Level</th>
<th>Rate per hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS</td>
<td>P 113.29</td>
</tr>
<tr>
<td>MS/Ph.D/Ed.D</td>
<td>Depends on the equivalent rank of faculty after upon evaluation</td>
</tr>
</tbody>
</table>

#### 1.3.3 Nature of Appointment in the College

The herein operational terms are defined and used in the College as follows:

1.3.3.1 **Detail** – refers to a temporary movement of an employee from one agency to another which does not involve a reduction in rank, status or salary.

1.3.3.2 **Contractual** – issued to a person who shall undertake a specific work or job for a limited period not to exceed one (1) year. The appointing authority shall indicate the inclusive period covered by the appointment for purposes of crediting services.

1.3.3.3 **Initial** – refers to all other appointments of persons entering the government service for the first time whether in the career or non-career which are not covered by the definition of original appointment.

1.3.3.4 **Job Rotation** – a sequential or reciprocal movement of an employee from one another or from unit to another within the College for the purpose in developing and enhancing the potentials of the employees in an organization to the other work function of the University.

1.3.3.5 **Original** – refers to the initial entry into the career service or non-career service of the employee in the College who meets all the
requirements of the position (CSCMC No.1, s. 1996.)

The appointee shall undergo a probationary period of six (6) months during which the employee shall undergo a thorough assessment of his/her performance and conduct. His/her services can be terminated anytime during the said period for unsatisfactory conduct or want of capacity. The order of termination shall be serving through personal notice or through constructive notice and shall no longer be appealable.

1.3.3.6 **Promotion** – is the movement of an employee to a higher position within the organizational unit to another or within the same agency with corresponding increase in duties and responsibilities, usually accompanied by an increase in salary.

1.3.3.7 **Reappointment** – is the appointment during reorganization, devolution, or similar events. Reappointment presupposes gap in the service.

An employee who seeks transfer to another agency/office shall first secure permission from the head of the agency where he/she is employed: stating the office he/she is transferring and the date of the effectivity of his/her transfer.

It shall be deemed approved after the lapse of 30 days from the date of notice to the head of agency.

If the employee fails to transfer on the specified date, he/she shall be considered resigned in his/her former office shall be at the discretion of the head of the agency.

1.3.3.8 **Reassignment** – movement of an employee from one organizational unit to another within the College which does not involve a reduction in rank, status or salary.

If the reassignment is without the consent of the employee being reassigned it shall be allowed only for a maximum of one (1) year.

1.3.3.9 **Reemployment** – is the appointment of a person who has been previously appointed to a position in the government service after separation there from. Reemployment presupposes gap in the service.

1.3.3.10 **Reinstatement** – is the automatic restoration of a person to a position from which he/she was illegally separated with back salaries including allowances and benefits except representation and transportation allowance and uniform allowance.
It is understood that one who has been exonerated or who has been illegally terminated is deemed not to leave the service.

1.3.3.11 **Renewal** – refers to the subsequent appointed issued upon the expiration of the casual/contractual personnel or a temporary appointment if a qualified eligible is not actually available, as certified by the Civil Service Commission.

1.3.3.12 **Secondment** – is the movement of a public officer or employee from the College to another agency upon mutual concurrence among the College, by a receiving agency and the employee concerned which should be covered by a Memorandum of Agreement (MOA) in accordance with the guidelines.

1.3.3.13 **Transfer** – is the movement of an employee from one agency to another or from one position to another within the same agency which may involves a benefits position of higher, equivalent or lower rank, or level of salary, without break in the service. Transfer requires the issuance of appointment.

1.3.3.14 **Upgrading/Reclassification** – this refers to the change in position title with the corresponding increase in salary grade as a result of a change in the classification of due to material and substantial changes in duties and responsibilities of the position without change in status provided, the person meets the minimum requirements of the position.

1.4. **Publication of Vacant Positions**

1.4.1 All vacant positions in the College shall be published in accordance with the provisions of RA 7041 and its implementing guidelines.

1.4.2 Published vacant positions shall not be filled unless and until ten (10) days has elapsed from the date of publication. To avoid gap in the services of the holder of the incumbent of temporary appointment and are subject for renewal, publication should be done every six (6) months reckoned from its last publication.

1.5. **Qualification Standards**

1.5.1 The minimum requirements of the positions to be filled up by the College shall be based on the Civil Service Commission Service Wide Qualification Standards.

1.5.2 Appointees to non-career positions, including casual employees, must
meet the minimum requirements prescribed by the qualification standards except eligibility. However, applicants with eligibility shall be given priority for hiring.

1.5.3 In determining the relevance of education and experience, reference shall be made to the duties and responsibilities attached to the position and the occupational groupings where they belong.

1.6. **Modes of Separation of Personnel in the College**

1.6.1 **Resignation**

   1.6.1.1 The voluntary written notice of the employee informing his/her immediate supervisor and the President he/she is relinquishing his/her position and the effectivity date of said resignation.

   1.6.1.2 The acceptance/approval of resignation in writing by the President which shall indicate the effectivity date of the resignation.

   1.6.1.3 Employees of the College who are under investigation may be allowed to resign pending decision of his/her case without prejudice to the continuation of the proceedings until finally terminated.

1.6.2 **Dropping from the Rolls**

An officer or employee of the College who are either habitually absent or have unsatisfactory or poor performance or have shown to be physically and mentally unfit to perform their duties maybe dropped from the rolls subject to the existing procedures.

1.6.3 **Abandonment**

An officer or employee of the College who does not report for five (5) consecutive working days without prior notice shall be considered as having abandoned his/her nature of work. He will be considered terminated after due process. As a consequence, all benefits and privileges will be forfeited.

1.6.4 **Termination for cause, lay-off, suspension**

A staff may be terminated or separated for cause, laid-off or suspended from work, in accordance with the rules and regulations of the College and governed by existing laws and implementing rules and regulations of the Civil Service Commission.

1.6.5 **Absence without approved leave**
An officer or employee of the College who is continuously absent without approved leave (AWOL) for at least thirty (30) calendar days shall be separated from the service or dropped from the rolls without prior notice. He shall however be informed his/her separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his/her 201 files.

If the number of unauthorized absences incurred is less than thirty (30) calendar days, a written Return-to Work Order shall be served on the official or employee at his/her last known address on record. Failure on the part of the employee to report for work within the period stated in the order shall be valid to drop him from the rolls.

### 1.6.6 Unsatisfactory or Poor Performance

The two (2) consecutive unsatisfactory ratings of an official or employee of the college may be considered a ground for the dropping from the rolls of employee after prior notice. To effect this, there must be a notice in writing given to the employee concerning his/her unsatisfactory performance for a semester and a warning that succeeding unsatisfactory performance shall warrant his/her separation from service.

Notice shall be given not later than thirty (30) days from the end of the rating period and shall contain sufficient information which shall enable the employee to prepare an explanation.

In any case, an official or employee of the College who for one (1) rating period is rated poor in his/her performance, may be dropped from the rolls after due notice. The said official or employee must be informed in writing of the status of his performance not later than the 4th month of that rating period with sufficient warning that failure to improve his performance within the remaining period of the rating period shall warrant his/her separation from the service. Such notice shall also contain sufficient information which shall enable the employee to prepare an explanation.

### 1.6.7 Physically and Mentally Unfit

The President of the College, in the exercise of his/her sound judgment, may declare the employee physically unfit to perform duties and consequently drop him/her from the rolls of employees on the following grounds:

1.6.7.1 continuous absence of an employee for more than one (1) year by reason of illness

1.6.7.2 intermittent absent of an employee of the college on the
reason of illness for at least 260 working days during a 24-month period

1.6.7.3 abnormal behavior of an employee for an extended period which manifests continuing mental disorder and incapacity to work

For the purpose of the three (3) preceding paragraphs, notice shall be given to the employee containing a brief statement of the nature of his incapacity to work.

The employee who is separated from the service through any of the above modes may appeal his case to Civil Service Commission or its Regional office within fifteen (15) days from receipt of such order or notice of separation.

The order of separation is immediately executed pending appeal, unless the Civil Service Commission on meritorious grounds directs otherwise.

The manner of separation of employees on the aforementioned grounds is considered non-disciplinary in nature. It shall result in the forfeiture of any benefits on the part of the official employee nor in disqualifying him from reemployment in the government.

The written notice mentioned in the preceding paragraphs may be signed by the person exercising immediate supervision over the employee. However the notice of separation shall be signed by the President.

In cases of Dismissal/Forced Resignation, a certified true copy of the decision rendered shall be submitted to the CSC Office concerned for record purposes.

* For other modes of separation such as termination of temporary appointment, retirement and death, a notice stating the date of such separation shall be submitted to the CSC Office concerned for record purposes.

1.7. **Prohibitions**

1.7.1 No appointive official shall hold any other office or employment in the College unless otherwise allowed by law or by the primary functions of his position.

1.7.2 No employee of the College shall receive additional double or direct
compensation, unless specifically authorized by law, nor accept without the consent of congress, any present, emolument, office or title of any foreign government.

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

1.7.4 A person who lost in an election (Except barangay election) shall not be eligible for appointment or reemployment in the College within one (1) year following such election.

1.7.5 An officer or employee of the College, who files a certificate of candidacy, even later on disqualified or has withdrawn, is still considered resigned and shall not be considered for employment in the College.

1.7.6 No employee of the College who resigned during the three (3) month period before any election to promote the candidacy of another shall not be reemployed by the College during the six (6) month period following such election.

1.7.7 No detail or assignment of employees of the College shall be made within three (3) months before any election unless with the permission of the COMELEC.

1.7.8 No appointment shall be made in favor of a relative of the appointing or recommending authority or of the chief or head of unit 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 affinity.

1.7.9 The following are exempted from the operation of the rule on nepotism:

- person employed in a confidential capacity
- teachers
- physicians
- members of the Armed Forces of the Philippines
- health personnel

1.7.10 The Nepotism rule covers all kind of appointments whether original,
promotional, transfer and reemployment regardless or status including casuals and contractual except consultants.

1.7.11 No person who has been dismissed or perpetually excluded/disqualified from the government service shall be appointed or reemployed by the College unless he has been granted executor clemency.

1.7.12 No person who has reached the compulsory retirement age of 65 years shall be hired by the College to any position unless on consultancy in nature.

1.7.13 No officer or employee of the College shall engage directly or indirectly in any private business or profession without a written permission from the President. Provided that this prohibition will be absolute in the case of those officers and employees whose duties and responsibilities required that their entire time is at the disposal of the College. Provided further, that the employee of the College is granted permission to engage in outside activities and the time devoted outside of office hours should be fixed by the College President so that it will not impair in any way the efficiency of the officer or employee nor pose a conflict with the official functions (MC 15, s. 1999).

1.7.14 No officer or employee of the College who is on study leave or on secondment shall be considered for promotion during the period of his study leave or secondment (MC 15, s. 1999).

1.8. **Accreditation Program**

1.8.1 The College has given the authority by the Civil Service Commission to take final action on appointments issued to positions in the first, second and third levels in the career service, regardless of appointment status per CSC Res. No. 98-2115 dated August 14, 1998.

1.8.2 The College as an accredited agency has satisfactorily satisfied the following prerequisites requirements:

1.8.2.1 Appointments and personnel actions conform with Rule V of the Omnibus Rules Implementing Book V of the Administrative Code of 1987 amended by MV No. 38 s. 1993, MC No. 40, s. 1998 and other pertinent issuances on appointments and personnel actions.

1.8.2.2 Complied the basic personnel mechanisms that seek to promote merit and fitness in the civil service.

1.8.2.3 Has a sound personnel records management which include
completeness, up-to-datedness, authenticity and organization of 201 files, plantilla of personnel and service records and compliance with MC No. 6, s. 1985 as amended by MC No. 38, s. 1993 and MC No. 38, s. 1993 and MC No. 40, s. 1998 regarding supporting papers for specific types of appointment.

1.8.2.4 The Human Resource Management Officer has attended Training on Appointment Preparation and Leave Administration (TAPLACE).

1.8.2.5 The Civil Service Commission Region No. III conducted a Level II Revalidation Assessment on May 2012 and Reassessment done in February 2013, results show that ASCOT has continued to be compliant to the requirements for Level II-Accredited Status per CSC Resolution Number 1301313 promulgated on July 2, 2013.

The Commission resolves to validate the Level II Accredited status of the College subject to the following terms and conditions of the PRIME-HRM.

1. That all requirements under PRIME-HRM shall be fully complied with within one (1) year from the date of revalidation to maintain accreditation;

2. The exercise of the authority to take final action on appointments shall be subject to Civil Service Law, rules and regulations in accordance with the guidelines provided in PRIME-HRM per CSC Resolution No. 1200241 dated February 1, 2012;

3. That the authority shall cover all appointments issued by the appointing authority;

4. That no appointment shall take effect retroactively;

5. That those whose appointments are temporary may be appointed on a permanent status in accordance with the revised policies on the change of status of appointments from temporary to permanent per CSC MC No. 6 s. 2007;

6. That appointments issued under this authority shall be subject to monthly monitoring by the CSCFO concerned;

7. That for immediate monitoring and records keeping, the
agency shall submit to the CSCFO an electronic copy and three (3) printed copies of its monthly Report on Appointment Issued (RAI) and certified true copies of appointments issued with supporting documents on or before the 30th day of the succeeding month;

8. That appointments found in the course of monthly monitoring to have been issued and acted upon in violation of pertinent rules, standards, and regulations shall be invalidated by the CSCRO/CSCFO subject to Civil Service Law and rules;

9. That evaluation of the extent of observance of the terms and conditions of accreditation shall be done by the CSCFO concerned every two (2) years subject to revocation of the accreditation if the agency is found to have committed violation within the period of accreditation; and

10. That the agency shall be extended continuous technical assistance by the CSCRO and CSC Field Office concerned to ensure compliance with the terms and conditions of the accreditation.

1.9. **Personnel Relations**

The College shall be responsible for the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of employee morale. The President shall establish a policy guideline for the maintenance of employees' health, welfare, counseling, recreation or similar activities (Rule XI of the Omnibus Rules Implementing Book V of EO 292).

1.9.1 **Handling of Complaints and Grievances**

The College shall establish a policy guidelines intended to help promote employee management relationship thereby fostering organizational harmony and productivity.

The policy guideline shall establish an orderly method of handling disputes, settle disputes at the lowest level of the organization, prevent discontentment and dis enchantment among and between employees and officials, enable the organization to participate in solving the complaints as well as grievances of the employees and allow the aggrieved party to appeal from the results of the grievance negotiation until a final, binding and executor decision is reached.

1.9.2 **Definition of Terms**
1.9.2.1 **Complaint** – it is an employee expressed either written or spoken feelings of dissatisfaction with some aspects of his working conditions, relationships or status which are outside his control

1.9.2.2 **Grievance** – refers to a complaint in writing which is the first instance and in the employee’s opinion, has been ignored, overridden or dropped without due consideration.

1.9.2.3 **Grievance Procedure** – this refers to the methods of determining and finding the best way to remedy the specific cause or causes of the complaint or grievance.

1.9.3 **Personnel Discipline**

1.9.3.1 A complaint against any employee of the College shall not be given due course unless it is in writing and subscribed and sworn to by the complainant. However, in cases initiated by the proper disciplining authority, the complaint need not be under oath. (MC No. 19, s.1999).

1.9.3.2 No anonymous complaint shall be entertained unless there is obvious truth or merit to the allegations therein or supported by documentary or directed evidence, in which case the person complained or maybe required to comment.

1.9.3.3 The complaint should be written in a clear, simple and concise language and in a systematic manner as to appraise the civil servant concerned of the nature and cause of the accusation against him and to enable him to intelligently prepare has defense or answer (MC 19,s. 1999).

1.9.4 **Jurisdiction of the President**

1.9.4.1 Disciplinary

- If complaints involving personnel, the decisions shall be final in case the penalty imposed is suspension for not more than thirty (30) days or fine in an amount not exceeding thirty days salary.

1.9.4.2 Non-Disciplinary

- Protests against the appointments of personnel, they shall have original concurrent jurisdiction with the Civil Service Commission, Regional Office.

- If complaints on personnel action and other non-
disciplinary actions of the personnel.

1.10. Personnel Benefits, Welfare, Awards and Incentives

1.10.1 Objectives:

1.10.1.1 The College has formulated a policy guidelines to encourage, recognize and reward employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and other personal efforts which contribute to the efficiency, economy and improvement in the government operations, which lead to organizational productivity.

1.10.2 Policies

The College shall implement a continuing award and incentives program to its faculty and staff who have outstanding and significant contribution to the pursuit of its goals.

1.10.2.2 The system shall be designed to encourage creativity, innovative, efficiency, integrity and productivity in the public service by recognizing and rewarding officials and employees, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personnel efforts which contribute to the efficiency, economy or other improvement in government operations, or for other extraordinary acts or services in the public interest.

1.10.3 Rights of the Staff

In cognizance and in consonance with the College vision-mission, the staff are entitled to the following rights:

1.10.3.1 Participation

As the deliverers of the support service provided by the College, the staff are entitled to effective participation in the process of decision making. They shall be represented to the fullest extent possible in the various bodies that formulate policies, subject to the existing by-laws and policies of such bodies. Their participation shall be secured and shall include their right to be consulted and be heard in matters that affect
the staff as individuals or as a collective entity. Being heard includes assent or dissent. After a decision is reached, pertinent information shall be disseminated to the staff before polices are fully implemented.

1.10.3.2 Information

The staff has the right to information that affects them, individually or collectively. Except in emergency situations, the College must ensure that prior to making any decision; information shall have been effectively disseminated to members of the staff in order to ascertain their intelligent involvement in such decision-making.

1.11. Leave Administration

In general, officers and employees of the College whether permanent or temporary shall be entitled to 15 days vacation and 15 sick leave with full pay provided that he/she rendered during the prescribed office hours after six (6) months of continuous, faithful and satisfactory service.

Definition of Terms

1.11.1 Commutation of leave credits – refers to incremental acquisition of Unused leave credits by an official or employee.

1.11.2 Commutation of leave credits – refers to the conversion of unused leave credits to their corresponding money value credits value of the applied for commutation of all or a portion of the vacation and or sick leave credits of an officer or employee.

1.11.3 Immediate family – refers to the spouse, children parents, unmarried brothers and sisters and any relative living together under same roof and dependent upon the employee for support.

1.11.4 Leave of Absence – officers and employees in the University shall be entitled to leave of absence, with or without pay, as may be provided by law and the rules and regulations.

1.11.5 Maternity Leave – refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.
1.11.6 **Monetization** – refers to the payment in advance under prescribed limits and subjects to specified terms and conditions of the money value of leave credits of an employee upon his request without actually going on leave.

1.11.7 **Paternity Leave** – refers to the privilege granted to married male employee of the University allowing him not to report to work for seven (7) working days while continuing to earn he compensation thereof on the condition that his legitimate spouse has delivered a child or suffered miscarriage, for purpose of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his new born child.

1.11.8 **Pregnancy** – refers to the period between conception and delivery or birth of a child. For the purposes of maternity leave miscarriage is within the period of pregnancy.

1.11.9 **Sick leave** – refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his immediate family.

1.11.10 **Vacation leave** – refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

1.11.11 **Terminal Leave** - refers to money value of the total accumulated leave of an employee based on the highest salary received.

1.11.11.1 **Entitlement of Leave Privileges** – officers and employees of the College whether permanent, temporary or casual, who render work during the prescribed office hours, shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, and Public Holidays.

1.11.11.2 **Employees Entitled to vacation/Sick Leave** – leave of absence of officers and employees of the College rendering services on a contractual basis ("Rule XVI, Sec. 4 of Omnibus Civil Service Rules and Regulations)) are entitled to vacation and sick leave benefits proportionate to the number of hours rendered.

1.11.11.3 **Maternity Leave** – every woman in the College who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of sixty (60)calendar days with full pay. Those who have rendered one(1) year or more but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for less than one (1)
year shall be entitled to 60-days maternity leave with half pay. Maternity leave cannot be deferred but it should be availed of either before or after the actual period of delivery in a continuous and uninterrupted manner, not exceeding 60 calendar days.

Every married and unmarried women of the College may go on maternity leave for less than sixty (60) days. However, if she wants to report back to duty before the expiration of her maternity leave, she may be allowed to do so provided she presents a medical certificate that she is physically fit to assume the duties of her position.

She is also entitled to receive both the benefits the benefits granted under the maternity leave law and the salary for actual services rendered effective the day she reports to work.

1.11.11.4 **Paternity** – every married male employee of the College is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting. The same may be enjoyed by the employees on the days immediately before or after the childbirth or miscarriage of his legitimate spouse.

The Paternity leave shall be non-commutative.

1.11.11.5 **Adoption Leave** – officers and employees of the College who legally adopt a child below seven (7) years of age as of the date the child is placed with them shall be entitled to adoption leave in the manner herein provided.

Married individuals who are both are working in the College shall be entitled to thirty (30) calendar days for the adoptive mother and seven(7) calendar days for the adoptive father.

Solo parents of whatever gender or civil status shall be entitled to thirty (30) calendar days.

The availment of adoption leave shall commence from the date the child is placed with the adoptive parents, which shall not be earlier than the date of the decree of adoption. Adoption leave is non-cumulative and non-commutative.

1.11.11.6 **Special Leave Privileges** – in addition to vacation, sick, maternity and paternity leave, officers and employees of the College with or without existing or approved Collective Negotiation Agreement (CNA), except for faculty on teachers
leave and those covered by special laws, and granted the following special leave privileges. Faculty with administrative designation and whose status is converted under vacation/sick leave are entitled to special leave privilege.

1.11.11.7 Employees and faculty under Vacation/Sick Leave are granted the following leave privileges subject to the condition hereunder stated:

- **Personal Milestone** – such as birthdays, wedding, wedding anniversary, celebrations and other similar milestones, including death anniversaries;

- **Parental Obligation** – such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others where a child of the government employee is involved;

- **Filial Obligations** – covers the employee’s moral obligation towards his parents and siblings for their medical and social needs.

- **Domestic Emergencies** – such as sudden urgent repairs needed at home, sudden absence of yaya or maid, and the like.

- **Personal transactions** – cover the entire range of transactions and individual does with government and private offices such as paying taxes, court appearances, arranging a housing loan, etc.

- **Calamity, accident, hospitalization leave** – these pertains to force majeure events that effect his life, limb and property of the employee or his immediate family.

1.11.11.7.1 Special Emergency Leave to Government Employees affected by Natural Calamities/Disasters (CSC-MC 2 s. 2012)

- 5-day special emergency leave granted to government employees directly affected by natural calamity/disaster;
- Can be applied for 5 straight working days or on staggered basis and not deducted from the employee’s leave credits;
- Purpose of Leave: urgent repair and clean-up of damaged house, being stranded in affected areas, disease/illness of employees brought by natural calamity/disaster, caring of immediate family members affected by natural calamity/disaster;
Maybe availed of by affected government employees within 30 days from the first day of calamity declaration by proper government agencies/authorities;

Commonly declared natural calamity/disaster may include, but not limited to, earthquakes, flooding, volcanic eruption and landslide that have profound environmental effect and/or human loss and

Head of office shall take full responsibility for the grant of special emergency leave and verification of the employees eligibility to be granted; validation of place of residence based on latest available records of the affected employee, verification that the place of residence is covered in the declaration of calamity area by the proper government agency and such other proofs as may be necessary;

Affected employees whose leave credits were previously deducted may request for restoration thereof, subject to the approval of the head of office.

1.11.11.8 An employee of the College can still avail of his/her birthday or wedding anniversary leave. If such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.

1.11.11.9 Employees applying for special leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

1.11.11.10 The three-day limit for a given year shall be strictly observed: an employee can avail of one special privilege leave for three (3) days in a combination of any of the leaves for maximum of three days in a given year.

Special leave privileges are non cumulative and strictly non-convertible to cash.

1.11.11.11 Mandatory Five-Day Vacation Leave - Officers and employees of the College with 10-days or more vacation leave credits shall be to on vacation leave whether continuous or intermittent for a maximum of five (5) days annually under the conditions:
Head of units upon consultation with his/her staff prepare a staggered schedule of the mandatory five-day vacation leave of his/her staff, provided that he/she may, in the exigency of the service, cancel any previously scheduled leave;

The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of the service, cancel any previously scheduled leave;

Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if the employee opted not to avail of the required five (5) days mandatory vacation leave;

Employees with accumulated vacation leave of less than ten (10) days shall have the option to go on forced leave or not. However, officers and employees with accumulated vacation leave of fifteen (15) days who availed of monetization of ten (10) days, shall still be required to go on forced leave.

1.11.11.12 Application for Leave - application for leave of absence for on (1) full day or more, all officers and employees of the College are required to submit on the prescribed form for action by the proper authority five (5) days in advance, whenever possible, of the effective date of such leave.

1.11.11.13 Application for Vacation Leave – all application for vacation leave of absence for one (1) full day or more shall be submitted to the Human Resource Management Office on a prescribed form for action by the President or his/her authorized representative five (5) days in advance, whenever possible, of the effective date of such leave;

Approval of vacation leave - Application for vacation leave shall be properly cleared with the immediate supervisor, who shall determine the contingency of the employee’s service. Before going on such leave officer or employee concerned shall see to it that his/her application for leave was approved by the proper authorities.

The grant of vacation leave is discretionary on the part of the President or authority concerned. Thus, the mere filing of such application for leave does not entitle an officer or employee of this College to go on leave outright.
An application for leave of absence for thirty (30) days or more shall be accompanied by a clearance.

1.11.14 Application for Sick Leave - all applications for sick leave of absence for one full day or more shall be made on the prescribed form and shall be filed immediately upon employee return from such leave.

Application for sick leave in excess for five (5) successive days shall be accompanied with proper medical certificate.

Notice of absence should be sent to the immediate supervisor.

Sick leave applied for in advance in cases where the employees will undergo medical examination or operation or advised to rest due to ill health must be supported by a medical certificate.

- Approval for Sick Leave – sick leave shall be granted only to employees of the College on account of sickness or disability on the part of the employees or of any member of his immediate family.

- Approval of sick leaves, whether with or without pay, is mandatory provided proof of sickness or disability is attached to the application in accordance with the requirements prescribed under the preceding section.

1.11.15 Rehabilitation leave for job-related injuries – officials and employees of the College can avail of rehabilitation leave for leave of absence on account of wounds or injuries incurred while in the performance of official duties which refers to the following:
  - Government official and employee is already at work;
  - Being on official business outside of work station;
  - On official travel;
  - On authorized overtime;
  - On detail order;
  - On special assignment orders

1.11.16 Application for rehabilitation leave should be made within one (1) week from the time of the accident.
1.11.11.17 Rehabilitation leave maybe availed of the employees of the College for a maximum period of six (6) months (perm.; temporary, casual, or contractual appointment)

1.11.11.18 RATA shall no longer be extended to officials and employees on rehabilitation.

1.11.11.19 Officials and employees on rehabilitation leave do not earn and accumulate vacation and sick leave credits; absences from work during the period shall not be deducted from their leave credits.

1.11.11.20 Procedure and Requirements in applying for Rehabilitation Leave:

- Write a letter of application for Rehabilitation leave and must be supported by relevant reports such as police report,

- Medical certificate that specifies the nature of injuries; in case the attending physician is a private practitioner, a written concurrence of a government physician on the recommendation for rehabilitation must be obtained.

1.11.11.21 Parental Leave for Solo Parent – in addition to leave privileges under existing laws, employees of the College are also entitled to parental leave of not more than seven (7) days every year until the child reaches the age of eighteen (18) years for those employees who have rendered service of at least one (1) year.

1.11.11.22 Terminal Leave – is applied for by an employee who intends to sever his connections with the College. Accordingly, the filing for terminal leave requires as a condition, sine qua non, the employees resignation, retirement or separation from the service.

Payment of terminal leave for purposes of retirement or voluntary resignation shall be based on the highest monthly salary received at any time during his period of employment in the College and not on his latest salary, unless the latter is the highest received by the retiree.

An official or employee of the College who is on terminal leave does not earn leave credits as he/she is already out of the service.
Payment of Terminal Leave - employees of the College who retires, voluntary resigns, or is separated from the service through no faults of his own, and who is not otherwise covered by special law, shall be entitled to the commutation of his leave credits exclusive of Saturdays, Sundays and Holidays without limitation and regardless of the period when the credits were earned.

Tardiness and Undertime – officers and employees of the College who have incurred tardiness and undertime regardless the number of minute per day exceeding ten (10) times a month for two (2) months in a semester shall be subject to disciplinary action.

Tardiness and undertime are deducted from vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave.

Compensatory Time Off (CTO) - refers to the hours/days an employee is excused from reporting to work with full pay to offset unpaid overtime services rendered.

Leave Without Pay - shall not be granted whenever an employee of the College has leave with pay to his/her credit, except in the case of secondment.

Limit of Leave Without Pay - leave without pay not exceeding one (1) year may be granted, in addition to the vacation and/or sick earned. Leave without pay in excess of one (1) month shall require proper clearance from the College.

Effect of failure to report for duty after expiration of one year leave – if an official or an employee of the College failed to report for work at the expiration of one (1) year from the date of such leave, he/she shall be considered automatically separated from the service. (CSC MC No. 41, 1998)

Effect of absences without approved leave - an official or an employee of the College who is continuously absent without approving leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) shall be separated from the service or dropped from the rolls without prior notice. He shall be informed, at his address appearing on his 201 files or at his last known written address, of his separation from the service, not later five(5) days from its effectivity.
However, if the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-work shall be served to him at his last known address on record. Failure on his part to report for work within the period stated in the Order shall be valid ground to drop him from rolls.

1.11.11.26 **Status of the position of an official or employee on vacation leave or sick leave** – while the incumbent of the position is on vacation or sick leave with or without pay, his position is not vacant during the period of such leave therefore, only a substitute appointment can be made to such position.

1.11.11.27 **Seconded Employee** (status of seconded employee) – shall be on leave without pay from the College for the duration of his secondment, and during such period he may earn leave credits which commutable immediately thereafter at and payable by the receiving agency.

1.11.11.28 **Effect of Vacation Leave Without Pay on the Grant of length of Service Step Increment** – for purposes of computing the length of service of employees of the College for the grant of step increment, approved vacation leave without pay for an aggregate of fifteen (15) days shall not interrupt the continuity of the three year service requirement for the grant of step increment. However, if the total number of authorized vacation leave without pay included within the three (3) year period exceeds fifteen (15) days, the grant of one-step increment will only delayed for the same number of days that an official or employee was absent without pay. (CSC MC No. 41, s. 1998).

1.11.11.29 **Effect of pending Administrative Case Against an Official or employee** – an official and employee of the College with pending administrative case is not barred from enjoying leave privileges.

1.11.11.30 **Effect of Decision in Administrative Case** – an official or employee of the College who has been penalized with dismissal from the service is likewise not barred from entitlement to his terminal leave benefits.

1.11.11.31 **Transfer of Leave Credits** – When an official or employee of the College transferred to another government agency he/she can either have his/her accumulated vacation and/or sick leave credits commuted or transferred to his new agency.
1.11.11.32 Other leave benefits which are not stated in the aforementioned provision may also be availed in consonance to the CSC rules and regulations.

1.12. Personnel Career Development

Every official and employee of the College is an asset or resource to be valued, developed and utilized in the delivery of basic services to its clientele. Hence, the development and retention of a highly competent and professional workplace in the public service shall be the main concern of the College. (See: Appendix A “Guidelines on Faculty and Staff Development of ASCOT”).

1.12.1 Policy

Every Department/Unit of the College prepares a career and personnel development plan which shall be integrated into a College Development Plan under the Human Resource Development Program of the College which shall serve as the basis for all career and personnel development program activities of the College.

1.12.2 Study Privileges – permanent official and employee of the College who have rendered service at least one (1) year shall have the privilege to enroll at the College for not more than six (6) units a semester without exemption from payment of tuition and laboratory fees.

1.12.3 Employees Career Development Program

The College shall develop and implement a continuing program of training and development for the faculty and administrative staff and other non-academic staff.

The College shall encourage its faculty, administrative and other non-academic staff to pursue relevant local and foreign-assisted trainings and scholarship grants; and attend seminars, workshops, convention, conferences, institutes and related human resource development (HRD) courses.

Selection of participants in training programs shall be conducted by the Human Resource Development and the College Career Development
Committee based on the College needs and priorities (as recommended by the heads of the offices, Departments/Units)

1.12.4 **Job Rotation/Reassignment**

The College shall provide opportunity to its employees to exchange posts or job station within the College. Provided such reassignment shall not involve a reduction in rank, status or salary.

**Objectives:**

1.12.4.1 To help employees develop and enhance their potentials in an organization by exposing them to the other work functions of the College.

1.12.4.2 To tap employees who have demonstrated professional qualities and leadership or managerial potential in order to enrich or enlarge their repertoire of skills and knowledge.

1.13. **Retirement**

1.13.1 **Retirement Modes**

RA 8291 – (GSIS Act of 1997)

**Eligibility**

1. You must have rendered at least 15 years of service and must be at 60 years old upon retirement; and
2. You must not be a permanent total disability pensioner.

**Retirement Benefit** – there are two choices under this law

**Option 1: Lump sum and old age (basic monthly) pension**

This consists of the following:

- **Lump sum** - equivalent to your 60 month (or 5-year) basic monthly pension (BMP) payable at the time of retirement; and
- **BMP** – payable for life after the 5-year guaranteed pension

**Option 2: Cash payment and old-age (basic monthly) pension**

This consists of the following:

- **Cash Payment** – equivalent to 18-month BMP payable upon retirement; and
- **Immediate BMP** – payable for life from the date of retirement
Separation Benefit – If you are ineligible for retirement benefit under RA 8291 because you did not meet the required age (at least 60 years old) or service (at least 15 years) you may be entitled to separation benefit in the form of Cash Payment payable at age 60.

If you meet only the service requirement of 15 years, however, you are also entitled to pension payable at age 60 on top of the 18 times of your BMP payable upon separation.

1.13.2 Presidential Decree 1146 (Pension or Cash Payment)

Eligibility

1. You must have rendered at least 15 years of service and must at least be 60 years old upon retirement; and
2. Your date of retirement or separation is prior to June 24, 1997.

Benefits – You are entitled to any of the two benefits discussed below depending on your age and length of service.

1. Pension – For pension payment, you can choose from two options.
   
   Option 1: Annuity – the monthly pension paid annually for 5 years, after which, your BMP for life shall commence.

   Option 2: Five-year lump sum - the amount to be received within the 5-year guaranteed period.

2. Cash Payment – If you are at least 60 years old and had at least 3 years but less than 15 years of government service, you are ineligible for retirement benefit under PD 1146. You may be entitled, however, to Cash Payment equivalent to 100% of your AMC multiplied by your PPP.

1.13.3 Republic Act 1616 (Gratuity Benefit)

Eligibility

1. You must have entered government service before June 1, 1977;
2. You must have rendered at least 20 years of service regardless of age and employment status; and
3. Your last 3 years of service prior to retirement must be continuous, except in cases of death, disability, abolition or phase-out of position due to reorganization.

Benefits – If qualified, you are entitled to receive the following:
1. **Gratuity pay or benefit.** This is payable by your last employer. Its computation is based on your total length of service (converted into gratuity months)

<table>
<thead>
<tr>
<th>Gratuity Months</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 20 years of service</td>
<td>X 1 month</td>
</tr>
<tr>
<td>21-30 years of service</td>
<td>X 1.5 month</td>
</tr>
<tr>
<td>In excess of 30 years of service</td>
<td>X 2 months</td>
</tr>
</tbody>
</table>

The total gratuity months shall be multiplied then by the highest compensation received.

2. **Refund of retirement premiums.** Theses consist of your personal share with interest and government share (without interest), both of which are payable by the GSIS.

1.13.4 Republic Act 660 (Magic 87)

**Eligibility**

1. You must have entered government service before June 1, 1977

2. Your appointment status must be permanent;

3. Your last 3 years of service prior to retirement must be continuous, except in cases of death, disability, abolition, or phase-out of position due to reorganization; and

4. You must be at least 52 years old and meet the corresponding years of service (YOS) required eligibility.

Under this law, your age when you retired (from age 52 to 57) and YOS should be equal to 87, hence, the “Magic *&” formula

\[ \text{Age + Service} = 87 \]

**Benefits** – Your annuity under this law depends on your retirement age. It is detailed in the table below.
Retirement Age | Benefit
--- | ---
63 and below | 5-year lump sum
Below 63 but at least 60 | • Initial 3-year lump sum payable upon retirement and
• Subsequent 2-year balance payable at age 30
Below 60 | Monthly pension paid annually-with discount

Note that after the 5-year guaranteed period, within which you obtained any of the above benefit, you shall be entitled to a monthly pension for life. Your monthly pension under RA 660 is computed as follows:

\[ R = P30.00 + \frac{2}{30} (2\% \times M) + (1.2\% \times P) \times (A) \]

Where:
- \( R \) = Monthly pension at age 57
- \( M \) = Number of years after June 16, 1951
- \( P \) = Number of years before June 16, 1951
- \( A \) = Average monthly salary for the last 3 years

An actuarial adjustment factor, which varies with age, is used in computing annuity. The factors are shown in the table below.

<table>
<thead>
<tr>
<th>Age</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>0.87</td>
</tr>
<tr>
<td>53</td>
<td>0.89</td>
</tr>
<tr>
<td>54</td>
<td>0.92</td>
</tr>
<tr>
<td>55</td>
<td>0.94</td>
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<tr>
<td>56</td>
<td>0.97</td>
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<tr>
<td>57</td>
<td>1.00</td>
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<tr>
<td>58</td>
<td>1.03</td>
</tr>
<tr>
<td>59</td>
<td>1.06</td>
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<tr>
<td>60</td>
<td>1.08</td>
</tr>
<tr>
<td>61</td>
<td>1.11</td>
</tr>
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<td>62</td>
<td>1.15</td>
</tr>
<tr>
<td>63</td>
<td>1.16</td>
</tr>
<tr>
<td>64</td>
<td>1.20</td>
</tr>
<tr>
<td>65</td>
<td>1.24</td>
</tr>
</tbody>
</table>

1.13.5 Republic Act 7699 (The Portability Law)

RA 7699 is another retirement law that you can apply for only if:

1. You are not entitled for pension benefit from either or both the GSIS or Social Security System (SSS) because you are unable to meet the required periods of service or number of contributions; and
2. You have less than 120 months of SSS contributions or less than 180 months of creditable government service (GSIS) at the time of retirement. (In computing, there should be no overlapping of periods of service or contributions under the GSIS and SSS.)
The Portability Law provides for totalization, the process of adding up the period of creditable services or contributions under both SSS and GSIS for purposes of eligibility and computation of benefits.

The amount of benefit to be paid by the GSIS or SSS shall be proportionate to the services rendered or periods of contributions made to each of them.

Hence, all services you rendered or contributions you personally paid as a GSIS member, as well as those that were paid by your agency-employer, shall be considered in the computation and payment of GSIS benefits. The SSS, on the other hand shall shoulder the portion corresponding to your services or contributions to that system.

Your benefit under this law is in the form of monthly pension payable at age 60.

1.14. Operational Guidelines

1.14.1 Proper Dress Code

Officials and employees of the College are encouraged to wear business clothes. They are, however, prohibited to use party attire, picnic clothes, neither sandals nor t-shirts unless otherwise specified by nature of their works;

Likewise, female employees are prohibited to use of tight fitting, seductive, micro-mini and gauzy/transparent dresses;

While in the premises of the College, officials and employees should observe the wearing of proper prescribed uniform with school Identification Card and/or ARTA I.D. during regular working days.

Walking shorts, pedal pushers, leggings, jogging and jeans are prohibited. Only pantaloons/skirts pants for formal occasions are allowed.

Penalties for non compliance:

1.14.1.1 1st offense - verbal reprimand by the immediate supervisor

1.14.1.2 2nd offense – written warning by the HRMO upon recommendation of the immediate supervisor

1.14.1.3 3rd offense – suspension by the President as determined by the grievance committee and approved by the BOT
1.14.1.4 4th offense – termination recommended by the President subject for approval of the BOT

1.14.2 Submission of Daily Time Records

Duly accomplished Daily Time Records must be submitted to the Human Resource Management office within five (5) working days after the end of the month. Supporting documents should be attached to the Daily Time Record, if any. Non-submission of DTR within the prescribed period, after due notice, would mean non-computation of salary for the succeeding month.

1.14.3 Use of Biometric Machine

Biometric Machine shall be used in recording the Time In and Time OUT of faculty and employee's. As a backup, the same time shall be registered in the log book.

Falsification of official/public documents such as daily official records or irregularities in the keeping of time records is severely punishable by law. A guilty employee may be summarily removed from service after due process and/or to other appropriate disciplinary action. (Uniform Rules on Administrative Cases in the Civil Service – Resolution No. 99-1936, as amended)

1.14.4 Flexible Working Hours

Flexible working hours may be granted to the College for non-teaching staff subject to the discretion of the President. In the adoption of flexi-time, core working hours shall be prescribed taking into consideration the needs of the services.

1.14.5 Compensation for Authorized Work Beyond Forty Hours

When the interest of public service so requires, the daily hours of work for personnel may be extended by the immediate supervisor or by the President concerned, which extension shall be fixed in accordance with the nature of work. Provided, that the work in excess of forty (40) hours a week must be properly compensated by payment of overtime whenever funds are available for the purpose or through the grant of compensatory time off or day off.

1.14.6 Compensatory Time or days Off

The grant of compensatory time or day/s off shall be allowed for overtime services rendered subject to the guidelines set by the College.
1.14.7 **Private Employment/Permit to Teach**

No official and employees of the College shall accept private employment, even on a part-time basis in any capacity in any private agency, office or institution without prior authority from the College President.

Faculty of the College who will accept part-time teaching job outside the College after his/her official time must secure permission/approval from the Office of the President (Sec. 110 & III, Article I, Chapter VIII of College Code)

Administrative offense committed/penalty: Engaging in private practice of his profession unless authorized by the Constitution, law or regulation, provided that such practice will not conflict with his /her official functions:

- **1.14.7.1 1st Offense** – Reprimand
- **1.14.7.2 2nd offense** – Suspension 1-30 days
- **1.14.7.3 3rd offense** – dismissal

1.14.8 **Permit to study**

Officials and employees of the College who wish to enroll in any course within or outside the College must secure permit to Study from the Office of the President (Article 77, Sec. 2 of the College Code; Handbook of Information on the Phil. Civil Service)

1.14.9 **Request for Service Credits**

Request for service credits during Christmas vacation and Summer vacation should be endorsed by the Dean/Director, recommended by the VPAA and approved by the President, provided that all requirements for the immediately preceding semester have been complied with. Specific tasks to be done should be attached on the request and accomplishment report should be submitted after the rendition of service.

1.14.10 **Request for Overtime**

Overtime services shall be granted only to perform certain tasks and activities which have to be completed and accomplished within specific time frames so as to meet deadlines fixed by law and regulations, and which cannot be undertaken during regular working days and hours. Request for overtime shall follow and certification should be prepared by the immediate supervisor who will identify overtime and what job to be done.
1.14.10.1 Procedural Policy for Overtime Services:

Request for authority to render overtime services must be prepared by the immediate supervisor to identify who will go for overtime services and must specify the number of days/hours needed for the job to be completed.

The immediate supervisor must fill up the prescribed form and he/she must justify the need for overtime services and must specify the number of days/hours needed for the job to be completed.

The Human Resource Management Officer should check and correct all request to render overtime services for proper regulations.

The immediate supervisor shall determine the staff who will render overtime services based on the demand of services.

The immediate supervisor should only recommend approval of overtime services to be rendered in line with the general guidelines provided herein. He/she shall be responsible for the actual work to be done by his/her personnel:

This should be noted and signed by Budget Officer/Accountant as the availability of funds and recommended by the Chief Administrative Officer; After noting the request, it must be submitted to the office of the Vice President for Administration and for recommending approval.

In case of overtime request of academic units for their administrative staff, to include Department, Office of the Registrar, Admission of Records, Student Services, Library and Laboratory, the Office of the Vice President for Academic Affairs shall recommend on the request.

Overtime rendered by the research and extension personnel, shall be recommended by the Director for Research, Extension, and Training Services, respectively.

The President of the College shall approve overtime request of all personnel.

After approval, the request shall be turned over to the Human Resource Management Office for communication to the requesting office concerned;

After rendition of overtime, the personnel concerned shall submit accomplishment Report accompanied with the DTR to his/her immediate supervisor for approval and submission to the HRMO;
The HRMO shall compute the overtime pay of the employee and shall submit to the Accounting Office monthly, Five (5) days after the end of the month.

All overtime requests shall only be implemented upon approval of the President.

Overtime services shall be computed in accordance with Budget Circular No. 10, dated March 29, 1996.

Payment of overtime services shall be made for services rendered not more than 20 hours in a month, and or depending on the availability of funds in which case, compensatory day off shall be adopted. Overtime services rendered beyond 20 hours shall be subject to the provision of DBM-CSC Joint Circular No. 2, s, 2004. Non-monetary Remuneration for Overtime Service Rendered.

For overtime services rendered beyond eight hours of a regular working day, one (1) hour is deducted after overtime work of 3 hours straight. This is to provide time for dinner.

For overtime services rendered on the rest days, holidays or non-working holidays, the following working hours would be deducted to provide for break time (morning and afternoon) lunch and dinner.

All provisions provided herein shall be governed and consistent with DBM, CSC and COA rules and regulations.

1.14.11 Request for Service Records, Certificate of Employment and Other Documents

In view of the accumulated unclaimed requests for Service Records and Certificates of Employment filed in the HRMO, only personal requests shall be entertained. In his/her absence, proper authorization is required.

1.14.12 Submission of Statement of Assets, Liabilities and Net Worth

All officials and employee of the College have an obligation to accomplish and submit declarations under oath of, and the public has the right to know their assets, liabilities, net worth and financial and business interests including those of their spouses and unmarried children less than eighteen (18) years of age living in their households.

These documents must be filed:

1.14.12.1 Within thirty (30) days after assumption of office;
1.14.12.2 On or before April of every year thereafter; and
1.14.12.3 Within thirty (30) days after separation from the service.

Liabilities and Penalties

- Administrative Liability
  Failure of an official or employee to submit his/her SALN is punishable under Rule X Section 46 (D.8) of the Revised Rules on Administrative Cases in the Civil Service, with the following penalties:
    - 1st Offense – Suspension for one (1) month and one (1) day to six (6) months
    - 2nd Offense – Dismissal from the service

- Criminal Liability under RA 6713
  - Imprisonment of 5 years or less
  - Fine of ₱5,000.00 or less
  - Dismissal from the service
  - Disqualification from holding public office at the discretion of the court

1.14.13 **ASCOT Employee/Faculty and Staff Clearance**

1.14.13.1 As part of internal regulation, clearance is required. It is a document showing that the involved personnel is already free from any existing and recurring liabilities in relation to duties, resources and other accounts.

1.14.13.2 It is the duty of the faculty members to be cleared of all responsibilities before they go on summer vacation. They are required to accomplish clearance within the prescribed period of 30 calendar days after the end of the second (2\textsuperscript{nd}) semester of every Academic Year.

1.14.13.3 A College clearance is required to all personnel on vacation leave exceeding 30 calendar days, will transfer to another agency or, will retire from the service.

1.14.14 **Annual Health and Physical Examination**

An annual physical examination of all official and employees shall be conducted under the direction of the Human Resource Management Officer. Employees who failed the medical examination shall be required to undergo medical treatment and submit certification from the physician that he/she is fit to work.
Section 2. PROCUREMENT AND SUPPLY OFFICE

The Supply Office of the Aurora State College of Technology (ASCOT), shall establish a system based on economy, efficiency and effectiveness in all aspect of procurement of supplies/ materials, equipment, infrastructure and disposal of unserviceable materials and equipment regardless of source of funds based on RA 9184 (Government Procurement Reform Act).

2.1. Preparation of PPMP, APP, Purchase Request / Job Request

All heads of offices of the College prepares their PPMP and submit to the Supply office for consolidation in preparation of Annual Procurement Plan (APP). The PPMP shall include:

2.1.1 Information on whether PAPs will be contracted out, implemented by administration in accordance with the guidelines issued by the GPPB, or consigned;

2.1.2 The type and objective of contract to be employed;

2.1.3 The extent/size of contract scopes/packages;

2.1.4 The procurement methods to be adopted, and indicating if the procurement tasks are to be outsourced as provided in Section 53.6 of RA 9184 IRR;

2.1.5 The time schedule for each procurement activity and for the contract implementation; and

2.1.6 The estimated budget for the general components of the contract.

The End-User accomplishes the Purchase Request or Job Request together with the Technical Working Group. The list in the request must show the actual need of the office and must be included in the Annual Procurement Plan within the budgetary allocation of each unit.

The Purchase Request must bear the item name and its corresponding quantity. It should also contain the complete specifications of the item to be requested and price estimate.

It is important to state for what purpose the item/s will be used.

The President or its duly authorized representative approves the request.
2.2. **Mode of Procurement**

2.2.1 As a general rule, all procurement shall be done through competitive bidding, except as provided in Rule XVI of the Revised Implementing Rules and Regulations of RA 9184.

2.2.2 The Bids and Awards Committee conducts weekly meeting to discuss what mode of procurement will be used for various Purchase Requests or Job Requests.

2.3. **Request for Quotation**

2.3.1 The following prospective bidders or suppliers shall be eligible to participate in public bidding or be provided with the Request for Quotation:

2.3.1.1 Duly licensed Filipino citizens/sole proprietorships;
2.3.1.2 Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
2.3.1.3 Corporations duly organized under the laws of the Philippines, and of which at least sixty (60) of the outstanding capital stock belongs to citizens of the Philippines;
2.3.1.4 Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to citizens of the Philippines; or
2.3.1.5 Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

2.3.2 Request for Quotations shall be prepared and signed by the Supply Officer and BAC Chairman or its duly authorized representative.

2.3.3 The Supply Office shall be responsible in the issuance of the Request for Quotation. For alternative methods of procurement, advertisement
and posting as prescribed in Section 21.2.1 of this IRR may be dispensed with: Provided, however, That the BAC, through its Secretariat, shall post the invitation or request for submission of price quotations for Shopping under Sections 52.1 (b) and Negotiated Procurement under Sections 53.1 (two-failed biddings), 53.9 (small value procurement); and 53.11 (NGO Participation) of this IRR in the PhilGEPS website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity for a period of seven (7) calendar days.

2.4. **Bid Evaluation /Abstract of Canvass**

The Abstract of Canvass contains the quotation of bidders and shall be signed by the members of the Bids and Awards Committee indicating its recommendation to the president.

2.5. **Issuance of the Notice of Award and Purchase Order or Job Order**

Notice of Award and Purchase Order shall be signed by the president or its duly authorized representative. It shall be served by the Supply Officer who shall see to it that the winning bidder affixes his signature and date of receipt on the spaces provided for the purpose. The signature signifies acceptance of the award, and the date shall be the basis in computing the number of days within which delivery must be affected. In case of delay, 1/10 of 1% for every days of delay will be charged to the winning bidder for liquidated damages.

The Purchase Order or Job Order shall clearly indicate the name and address of the supplier, place of delivery, complete description, specifications and quantity of the items to be delivered, provision for penalty in case of late or non-delivery, period of delivery, unit price and date of receipt of the winning bidder.

In all instances of alternative methods of procurement, the BAC, through the Secretariat, shall post, for information purposes, the notice of award in the PhilGEPS website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity.

Except for Limited Source Bidding under Section 49 of this IRR, submission of bid securities may be dispensed with.

Performance and warranty securities, as prescribed in Sections 39 and 62 of this IRR, shall be submitted for contracts acquired through the alternative methods of procurement, except for Shopping under
Section 52 and Negotiated Procurement under Sections 53.2 (emergency cases), 53.9 (small value procurement), 53.10 (lease of real property), and 53.13 (UN agencies).

2.6. **Delivery of Items, Inspection and Acceptance Report**

The Supply Office informs the end-user and the TWG upon delivery of items for purpose of determining compliance of the winning bidder of the specifications required as basis for acceptance and payment.

The End-User and TWG affix their signature in the Inspection and Acceptance Report.

2.7. **Issuance to End-User**

The Supply Office records the entries in the Stock Card and issues delivered items to the end-users through the RIS and ARE.

2.8. **Payment**

The Supply Office prepares the supporting documents for payment and forwards it to the accounting unit for the preparation of the disbursement voucher. The Cashier’ Office issue checks for payment.

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**Section 3. RECORDS MANAGEMENT**

It is the policy of the College to strictly adhere to the efficient, effective and economical implementation of the records management program. It is a vital tool for the provision of accurate and timely information whenever and wherever it is needed.

3.1. **Records Creation**

The life cycle of the record starts when exchange of written communications between two sources occurs. This may be in the form of either: 1) incoming communications coming from outside the office, or 2) outgoing and/or intra-department communications originating from the office.

Records are generally grouped into six (6) kinds:

3.1.1 **Correspondence** (plain letters, Endorsements)

3.1.2 **Administrative Issuances** (Executive Orders, Administrative Orders, Proclamations, Intra-Office Circulars like Office Circulars, General Circulars, Memorandum Circulars, Office Memorandum, Office Orders, Bulletins, manuals, handbooks, Special Orders, Travel Orders and others)

3.1.3 **Reports** (Special, narrative, inspection, investigation, statistical, etc.)
3.1.4 Forms (Information sheets, service record, employment application, etc.)

3.1.5 Academic Records (Transcript of Records, Student Records and other related documents)

3.1.6 Other kinds of records such as legal opinions, research studies, minutes, etc. may be created.

3.2. Records Maintenance

In this phase, active growth, keeping and using records occurs. It deals with the recording, handling, routing, classifying cross-referencing, sorting and servicing records. This involves the use of maintenance facilities, control systems and operating procedures.

All official correspondence intended for the College whether addressed to the President or any other official s, shall be coursed through the Records Section for recording and routing to proper action units.

In any case, direct deliveries of incoming communications to action units by individual are not allowed. All communications delivered directly will first be made to pass through the Records Section for proper recording. As much as possible, there shall be no hand carrying of correspondence within the university by outside parties. All officials and employees shall inform the transacting public of this regulation and shall adhere to it.

The Records Section adopts the following standard operating procedures:

- Receiving
- Sorting
- Opening
- Stamping
- Routing
- Assigning of correspondence numbers
- Recording
- Logging
- Delivery to action units.

3.3. Classifying and Filing Records

Records are filed according to its subject classification. The following procedure is suggested:
Determine whether the records are ready for filing. This involves:

3.3.1 Seeing that the action necessary to the communication has been completed;

3.3.2 Examining whether enclosures, attachments, etc., mentioned in the communication are complete;

3.3.3 Checking up on signatures and initials on the communication; and inspecting the page sequence when the material to be filed involves more than one page.

3.3.4 Normally, the file copy is marked "Filed" or "Released" and signed or initialed by the appropriate official to show that the paper has been officially released and is ready for filing.

3.3.5 Categorize appropriately the file based from the file classification guide as primary, secondary and may be extended to tertiary classification.

Write the complete filing designation on the upper right hand corner of the materials in clear legible writing.

Sort the material to be filed. Materials are sorted first according to major subject categories, then by secondary categories.

After the papers have been classified, sorted and assembled, file the material.

3.4. Records Disposition

In this phase of records management which deals with the systematic removal from office to storage of records that are needed for everyday operation, identification and preservation of permanently valuable records and the destruction of valueless ones.

Not all records are preserved for permanent use of the agency, as doing so would mean a need for more space and equipment. To keep space and equipment needs at minimum inactive or non-current, words should be kept in temporary storage until their retention period expires.

Permanent records which are worthy of preservation usually reflect those of the administrative history of the agency, the policies they follow, the reasons for their adoption, the working methods, specific individual transactions, including personnel service and the general, social, economic, or other conditions which the agency is dealing with.

Non-current records have varying periods of usefulness to the agency that maintain them. Because of this, it is necessary to determine how long they
should be retained in retirement to satisfy their administrative and legal requirements. Non-current records awaiting the termination of their prescription period may be transferred to less expensive storage areas. Non-current records which are of no record value to the agency, or temporary records whose retention periods have expired, should be disposed of.

All requests for storage of non-current records submitted by units of the agency shall reflect information containing a brief description of the record series turned over, and inclusive dates covered by the record and volume.

The College observes standard procedure in disposing of records:

- The College shall prepare an inventory of its records holding in the prescribed form as an initial step in developing the Records Disposition Schedule (RDS) and for whatever purpose it may deem necessary.

- The College shall observe the General Disposition Records Schedules in determining the disposal of its valueless records.

- The College first secures authority from the Director of the Records Management and Archives Office before destroying or selling any record.

- Upon receipt of request for authority to dispose of records, the Chief of the Current Records Division, acting for the director, shall assign a Records Management Analyst to appraise and examine the disposable records of the College and recommend the manner or method of disposal, such as by burning or direct sale or shredding before sale in the prescribed form.

- The Records Officer who is in custody of the records holding shall be responsible for the safekeeping of the valueless records until their disposal is authorized.

- The Records Management and Archives Office together with representatives of CHED and COA may reappraise and reexamine records for disposal as the need arises.

- To safeguard the sanctity of the records and to check that records to be disposed of are of the same records which were appraised and examined and that no insertions had been done, the actual disposal of records shall be witnessed by a representative of the College, the RMAO and COA.

- A Certificate of Disposal shall be prepared in triplicate by the University and witnessed by the representatives of the Commission on Audit, Records Management and Archives Office and the owning agency upon the delivery of the disposable records to the paper mills or warehouse of the winning bidder.
The Certificate shall indicate the nature of the records, the manner, place and date of disposal and their approximate volume in cubic meters and weight.

The original copy will be filed at the College, a copy for the Records Management and Archives Office and a copy for the Commission on Audit.

The College shall submit a report on the disposal of valueless records to the Records Management and Archives Office.

All proceeds realized from the sale of disposed valueless records shall be remitted to College Funds.

The University shall determine when to have its file breaks. File breaks are generally set during the slack periods of filing and servicing. A file break may be set at the end of the fiscal year or calendar year.

Records shall be disposed of periodically, usually once a year soon after a file break.

3.4.1 Reference Service

Reference service is a process by which non-current records stored in the record storage center are made available to office personnel, government agencies and the public in general. While non-current records which are in temporary storage in the records center, can be referred to as needed.

Reference service in the record storage center should be made in accordance with the approved procedures to avoid loss or misplacement of records. Significant aspects to consider which may serve as guide are as follows:

- The office should designate personnel for all contacts with the record storage center. This pinpoints responsibility and clarifies accountability.
- Priority in the request for non-current records should be given to those coming from government agencies.
- Other requests should be attended to on a "first come, first served" basis, and
- Ample allowances for time to service records needed should be considered;
Section 4. FINANCIAL MANAGEMENT SERVICES OFFICE

The Financial Management Services (FMS), headed by its Director, is responsible for the three units, the Budget, Accounting and Cash. These units are responsible for financial management, planning and control, financial accountability, establishment and maintenance of quality financial systems of the College.

4.1. Definition of Terms

- **Financial Planning and Control** includes the preparation of the budget, monitoring and control of allotment and expenditures, long range financial planning and forecasting.

- **Financial Accountability** involves the preparation of financial and management reports to account for financial transactions of the College.

- **Establishment and Maintenance of Quality Financial Systems** requires the development, operation and maintenance of accounts and internal control systems to control spending, safeguard assets comply with government rules and regulations provide management information while ensuring compliance with generally accepted accounting principles and government financial laws.

4.2. Functions of the Director of Finance

- Recommends policies for the improvement and direction of the overall management and financial service functions of the institution;

- Monitors input and information on the supervision and coordination of program project development, human resource development, fiscal matters, innovations and inventions to ease administrative and financial problems;

- Develops policies and procedural guidelines for uniform application of the institute towards the attainment of effective, efficient, economical and work- simplified targets;

- Develops and establishes networking system for the internal and external environment of the institute in such management aspects as financial organizing, planning, forecasting and control for implementation and dissemination;

- Evaluates the outcomes and makes adjustments in the Finance and Management system;

- Represents the head of the division( as directed in administrative and financial concerns in their inter- agency conferences) in government and non- government bodies involving faculty and staff development, budgeting and control, property and supply management, institutional and fiscal planning and other related matter;
Supervises the work of the accounting, cashier and budget including the coordination with the other department/sections;

Exercises professional leadership and undertakes other functions and responsibilities as may be assigned by superior authorities.

4.3. **Functions of the Budget Office**

- Develops and improves budgetary methods and procedures, and justifications.
- Provides budget subject to budgetary ceiling fund estimate in support of the College operations, plans and programs.
- Prepares annual financial work plans.
- Allocates available funds to programs on the basis of approved guidelines and priorities.
- Reviews performance report to determine conformity with set standards.
- Prepares financial report for management guidance as required by higher authorities.
- Prepares and submits financial reports to management and government departments and agencies authorized to receive such reports.

4.4. **Functions of the Accounting Office**

- Gives advice on financial matters;
- Prepares and submits financial reports to management and other government departments and agencies authorized to receive such reports;
- Maintains basic subsidiary accounting records and books of accounts to reflect accurate and current financial information required by existing auditing rules and regulations and by management;
- Prepares billing to debtors of the national government.

4.5. **Functions of the Cashier’s Office**

- Advises Management on the collections and disbursement of funds;
- Prepares and submits financial reports to management and other government agencies;
- Coordinates with the depository banks on the status of funds;
- Deposits all collections and income to the authorized bank.

4.6. **The Internal Operating Budget**

Within the context of the Medium Term Philippine Development Plan (MTDP),
Millennium Development Plan and the College Strategic Plans, the College established its internal operating budget annually, as authorized under the General Appropriations Act (GAA) for the year under the General Fund (Fund 101), and Republic Act 8292 under Special Trust Fund (Fund 164).

4.7.1 Fiscal Responsibility and Accountability on the preparation of budget

- A Budget Committee shall be created to oversee the financial planning and coordination of units' budget and be able to determine funding priorities of the College, in line with the College mandate and strategic plan. It shall advise the President on budget policy and financial planning for the campus.
- Marks recommendations to the President on incremental funding requests for the College Fund.
- Reviews Services/departments strategic plans and recommends final approval of plans to the President.
- Reviews periodically the performance of service units.
- Regularly updates the institutional financial plan, consistent with strategic academic plan updates.
- Finalizes the institutional budget.

4.7.2 The budget committee shall be composed of the following:

- College President, Chairman
- Vice Presidents for Administration and Finance
- Vice President for Academic Affairs
- Finance Division
- Chief, Administrative Officer
- Planning & Development Officer
- Deans /Director
- President of the Faculty Association

Each department/sections/units shall develop its own strategic and financial plan that is consistent with the College overall plan. They will be responsible for its own financial decisions and will manage both revenues and expenditures to a bottom line. This would make units accountable for performance of each program, project and activities identified.
4.7.3 **Budgetary allocation scheme**

The College adopts a ASCOT Committee on Finance which attempts to identify the revenues associated with each services/departments and return those revenues to that unit while charging, as nearly as possible, with the expenses (including indirect expenses) associated with its activities. Instead of disappearing into the central pool, revenue actions are seen as having a measurable effect on unit budgets. Instead of the perception that centrally budgeted support is “free”, each expenditures decision is made in light of alternative uses of the resources.

The following shall be used as allocation formula:

- 50% of Tuition Fees for Instruction and to be distributed as follows:
  - Faculty and Staff Development (12.5%)
  - Curriculum Development (12.5%)
  - Student Development (12.5%)
  - Facilities Development (12.5%)

- 10% of Tuition fees for Research
- 10% of Tuition fees for Extension
- 10% of Tuition fees for Production
- 10% of Tuition fees for Administrative Services
- 10% of Tuition fees for Mandatory Reserve

Collections for fiduciary fees (athletics, cultural, guidance, medical/dental, library and QMS fees) shall be used exclusively for their purpose provided that 10% will be used for Administrative Services and 10 % as Mandatory Reserve.

4.7.4 **Budget Preparation**

The Finance Division shall make a three-year projection of income including the subsidy income from the national government (Fund 101). It shall provide the budgetary ceilings to each Services/department for preparation of its budget proposals and procurement plan for the year based on the budgetary allocation scheme.
Proposals shall be prepared by each unit/department head based on budgetary ceiling on strategic priorities and thrusts set forth by the respective Vice Presidents, Budget hearings shall be initiated by the Executive Budget Committee prior to recommendation to the Board of Trustees.

*On-line submission of Budget Proposals to DBM*

4.8. **Budgetary Policies**

For the purpose of clarity and uniformity, operating services/department/units of the College as used in this manual.

4.8.1 **Release of funds**

Funds authorized under the General Appropriations Acts (GAA) are centrally managed by the College Budget Office. The Budget Office shall inform the services/departments/units the allotment under the General Fund.

For internally generated funds, authorized for utilization by the Board of Trustees, each services/departments/units manage its own funds based on approved Programmed Receipts and Expenditures (PRE) for the year, and an approved Special Budgetary Request (SBR) for actual collection of revenues.

4.8.2 **Release of Cash Allocation from the National Government**

Cash allocation from the national government shall be released to the College through a funding check scheme.

The College shall open a bank account for this purpose and shall revert any interest earned and unused cash balance at year end, to the National Treasury.

A report of Summary List of Checks Issued and Cancelled (SLCIC) shall be submitted before the 10thday after the end of each month to the Finance Division, for submission to the Department of Budget and Management (DBM) Commission on Audit (COA) and Bureau of Treasury (BTr).

4.8.3 **Use of Savings**

Savings, as defined under the General Appropriations Act (GAA) is the portion or balance of any programmed appropriations which is free from any obligation on encumbrance which are (i) still available after the completion or final discontinuance or abandonment of the work, activity or purpose from which the appropriations is authorized; (ii) from
appropriations balances arising from unpaid compensation and related costs pertaining to vacant positions and leaves of absence without pay; and (iii) from appropriations balances realized from the implementation of collective negotiation agreements which resulted in improved systems and efficiencies that enabled an agency to meet and deliver the required or planned targets, programs and services approved at a lesser cost.

Priority in the use of savings as provided in the GAA shall be observed.

Savings used to fund Personnel benefits shall be limited to those already authorized by law or by the President of the Philippines, subject to the pertinent accounting rules and regulations.

4.9. **Budget Monitoring and Control**

4.9.1 **Procedures in the Monitoring and Recording of Allotments Received from DBM**

The procedures stipulated in recording the allotments received from DBM as provided in the National Government Accounting Manual shall be observed.

4.9.2 **Accounting for Obligation**

4.9.2.1 Obligations shall be taken up in the registries through the ObR prepared/processed by the Budget Unit.

4.9.2.2 The Budget Officer/ Head of the Budget Unit/ designated Budget Officer shall certify to the availability of allotment and such is duly obligated by signing in the appropriate box of the ObR.

4.9.2.3 On the other hand, the Accountant / Head of the Accounting Unit shall certify to the correctness and validity of obligations, and availability of funds.

4.9.2.4 Both Budget and Accounting Units shall coordinate in the filling up of the Status of the Obligation in their respective copies of the ObR.

4.10. **Disbursement of Funds**

4.10.1 **Fundamental Principle on Expenditures and Disbursement**

Section 4 of PD 1445 provides for the following fundamental principles which govern the financial transactions and operations of any government agency:
No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.

Government Funds or property shall be spent or used solely for public purposes.

Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.

Disbursement or disposition of government funds or property shall invariably bear the approval of the proper officials.

All laws and regulations applicable to financial transactions shall be faithfully adhered to.

Generally accepted principles and practices of accounting as well as of the sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

4.10.2 **Cash Granted to Accountable Officers**

Ideally, cash should be handled under the general principles of the petty cash imprest system, to wit:

- Daily receipts on collections must be deposited intact with the proper bank.
- All payments must be made by check.
- Only payments in small amounts may be made through the petty cash fund (PCF). Replacements of the PCF shall be equal to the total amount of expenditures made there from.

4.10.3 **Granting and Utilization of cash advances**

The guidelines on cash advances as stipulated in COA Circular No. 97-002 and COA Circular 2009-002 shall be observed.

4.11. **Other Accounting Principles**

- Controlling accounts should be used as extensively as possible. Controlling accounts serve as proof of accuracy between account balances and between duly segregated employees.
- All necessary sets of books should be maintained and reports should be regularly prepared and tied-up with the respective controlling accounts.
Accounting and disbursement functions should not be vested on one individual. An employee should not have control of the operations giving rise to entries in the records i.e., the general ledger bookkeeper should not have access to the cash or to the records of cash sales.

Payments should be properly approved and be made by check whenever necessary and issued to the name of the payee.

No payment of any nature shall be received by collecting officer without immediately issuing an official receipt in acknowledgement thereof.

The cashier shall deposit all intact collections as well as collections turned over to him/her by designated collectors with the authorized depository and daily or as the need arises.

4.12. **Financial Reports**

4.12.1 **Internal Reports**

The cashier should prepare a report of collections and deposits and a copy of the report shall be submitted to accountant.

The cashier shall also record in the cash book all collection received. The cash in treasury account shall be debited with the collections received, and credited with the collections received, and credited with the collections deposited with the authorized depository bank.

The Cash Section shall submit the following to the Accounting Section.

Reports of checks issued and cancelled –RCIC– All funds-101,161, and 164, not later than the last working day of the month.

RDDO- Report of disbursement by deputized disbursing officer 101,161, and 164, not later than the last working day of the month.

Reports of collection and deposit- RCD 101,161,164, not later than the last working day of the month.

4.12.2 **Reports to Different Government Agencies**

The reports shall submit the required reports to the different government agencies in accordance with existing guideline set forth as follows:

- **Department of Budget and Management (DBM) NBC No. 555**
  dated October 28, 2014
<table>
<thead>
<tr>
<th><strong>Annual Budget Execution Documents (BED)</strong></th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Financial Plan FP (BED 1)</strong></td>
<td>On or before the 10th day of the following month</td>
</tr>
<tr>
<td><strong>Physical Plan (PP) (BED 2)</strong></td>
<td></td>
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<tr>
<td><strong>Monthly Disbursement Program (BED 3)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Procurement Plan for CSE (APP.CSE) (BED 4)</strong></td>
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**Commission on Audit (COA)**

The Chief Accountant/ Head of Accounting Unit shall submit directly to Government Accountancy and Financial Management Information System (GAFMIS) Sector, this Commission and Audit Team Leader (ATL)/ Auditor concerned, the following year end financial statements and reports/ schedules in printed and digital copies on or before February 14 of each year pursuant to GAFMIS Circular Letter No. 2003-007 dated December 19, 2003:

- Pre- Closing Trial Balance
- Post- Closing Trial Balance
- Detailed and Condensed Statements of Income and Expenses
- Detailed and Condensed Balance Sheets
- Statement of Changes in Government Equity
- Statement of Cash Flows (Direct Method)
- Detailed Breakdown of Disbursements
- Notes to Financial Statements
- Statement of Management and Responsibility
- Detailed Breakdown of Obligations
- Report of Income Regular Agency Books
- Regional Breakdown of Income
Section 5. PLANNING AND DEVELOPMENT OFFICE

The College shall formulate both long-term and short-term plans to establish major directions towards the achievement of its vision, mission, goals and objectives and to ensure that the budget follows the plan.

The planning function of the College shall be guided by the following policies:

5.1. Strategic Planning

- The Strategic Plan shall be formulated by an Ad Hoc Committee created by the College President, chaired by the Planning Officer and co-chaired by the Finance Director, be endorsed to the BOT for approval.

- The formulated Strategic Plan shall be revisited and possibly revised annually during the annual management review to be done during the first quarter of the fiscal year.

5.2. Annual Planning

- Annual Planning shall be done a year before its implementation during the first quarter of the preceding fiscal year.

- Each department/unit shall prepare an Annual Plan (AP) in consonance to the strategic priorities of the college. The details of AP must be supported by Project Procurement Management Plan (PPMP) following the guidelines provide by the Budget Committee (BC).

- The Budget Committee shall deliberate, prioritize and approve the consolidated plans for presentation and approval in the Administrative Council (AdCo) Meeting and Board of Trustees (BOT).

- Further revisions of the plans may be deemed appropriate as the Administrative Council may have agreed or approved.

- The approved plans shall be the bases of the annual operations of the college after receiving the approved plans shall see to it the timely and efficient implementation of such plans. They shall submit quarterly reports on the Planning and Development Office (PaD).

- The PaD, FMS and PPMS shall spearhead on the monitoring on the progress of implementation.

- The Administrative Council shall conduct a Management Review to see success and best practices, failures and challenges, and other factors that affects the implementation of plans.
- Consolidated reports, financial and statistical data from each unit will serve as the basis on formulating course of actions for the next fiscal year.

5.3. **Midterm Review and Assessment**

- Every three (3) years, or as an urgent need arises, the College shall conduct a Midterm Review and Assessment to assess the status of the College strategic directions.

5.4. **College Planning Framework**

![College Planning Framework Diagram]

### CHAPTER 7. PROVISIONS

7.1. **Special Provisions**

- A fiduciary position serves at the discretion of the appointing authority or the latter’s authorized representative.

- Personnel, whose appointments are not explicitly provided, shall be appointed by the President in consultation with the Council.

- Personnel shall be directly responsible to the heads of services concerned, unless otherwise provided.

- Heads of Offices under the Office of the President must first obtain the conformity of the President before the implementation of any project or plan, unless otherwise provided.
The President may create new offices, with the approval of the Board of Trustees, as the need arises, and may appoint functionaries in consultation with the Council. Prior to the consultation the person appointed shall be in an acting capacity. The President may override the resolution of the Council regarding appointments.

The President has the power to abolish an existing position, with the approval of the Board of Trustees, when the need arises or when the position has become unnecessary or when the purpose for which the position was created has already been accomplished. The terms of the employees of the abolished positions are considered expired.

The President may transfer an official or employee from an office or position to another, provided there is no decrease in remuneration.

In case of incapacity, or absence of any or all of the Heads of Services, or vacancy in said offices, the President may temporarily discharge their functions, until the incumbent officer has fully recovered or a new officer has been appointed to discharge the said functions.

Provisions herein set forth which do not affect the tenure of office of an officer or employee shall immediately take effect upon the approval of this Manual, unless otherwise provided.

7.2. Transitory Provisions

This Administration Manual shall apply to all officials and employees of the College, unless they hold office by virtue of a written contract different from the provisions of the Manual; in such cases, they shall be governed by the said contract until the expiration of the same. Appointments made after the effectivity of this Administration Manual shall be governed by its provisions.

Personnel performing functions presently defined in this Manual shall transfer to the newly appointed officials and employees the pertinent papers, documents, instruments, equipments, tools and premises.

7.3. Final Provisions

This Manual shall take effect upon approval by the Board of Trustees and may be amended anytime as the need arises. Amendments shall be approved by the BOT.
APPENDIX E

GUIDELINES ON WORKING DAYS AND HOURS OF ASCOT EMPLOYEES

The general policies of the Civil Service System declare “that the state shall provide an enabling environment that will promote its integrity, independence, productivity and excellence.”

In response to this call for responsibility and efficiency in serving the people, the following policies and procedures on working days and hours for Aurora State College of Technology are hereby framed:

A. Working Hours

A.1. Regular Employees

The College President shall require all officials and employees of the College to strictly observe the prescribed office hours.

All employees are required to render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours a week exclusive of time for lunch.

Work hours in College shall be from eight (8) o’clock in the morning to twelve (12) o’clock noon and from one (1) o’clock to five (5) in the afternoon on all days except Saturday, Sundays and Holidays.

A.2. Full Time / Part-Time Faculty

Part-time faculty members may not observe the 8-hour/day requirement and shall report for teaching only during their specified schedule except on exigency of the service.

For those who are regularly employed in other private/government agencies, the faculty members are allowed to teach during their official off hours. Their official time should start at 7:30, the 30 minutes of which shall be the time allowance for the preparation classes.

Employees of Aurora State College of Technology who render part-time teaching job are only allowed to teach after their official time.
B. Exceptions

Farm workers and security guards are required to report from Monday to Sunday but not more than forty (40) hours in a week.

C. Daily Record of Attendance

The Human Resource Management Office shall require a daily record of attendance of all personnel and faculty, to be kept on the proper form, and whenever possible, registered on the Bundy clock or any mechanical, electrical, or electronic device.

For attendance tracking, employees shall log in and log out at the computer terminals and record their time of arrival to and departure from office, morning and afternoon, in the attendance logbook.

D. Flexi-time

Sec. 175 of the Policies on Civil Service System provides that “flexible working hours shall be enforced subject to the discretion of the head of agency. In no case shall the weekly working hours be reduced in the event the agency adopts the flexi-time schedule.”

E. Limitations of Flexi-time

E.1. Employees may opt to report earlier than their fixed time of arrival, provided that only up to a maximum of thirty (30) minutes of service rendered before the fixed time of arrival will be credited as part of the hours worked for that day. The period of work served before the said time shall not be credited as part of the working hours rendered for the day.

E.2. Employees shall submit to the Human Resource Office their flexi-time using the request for Flexi-time schedule form with the recommendation of the Head of office and for approval of the President.

E.3. The employees shall be responsible for the proper observance of their flexi-time schedule. They shall also be responsible for the timely submission of their DTR’s and requests for change in flexi-time schedule, if desired.

E.4. Hours worked beyond an employee’s fixed time of departure cannot offset the tardiness incurred for the particular day. However, the number of extended working hours maybe credited for the purpose of meeting the 40-hour work-week requirement when rendering overtime services. Services rendered after 6:00 pm will not be credited as number of hours worked for the week.

E.5. Time of arrival for flexi-time should not exceed beyond 9:00 a.m.
E.6. Employees who report later than their fixed time of arrival are considered tardy;

E.7. Leaving the office before 4:00 p.m. shall be considered an undertime;

E.8. The actual number of hours incurred from undertime and tardiness shall be deducted from the employee’s vacation leave credits;

E.9. The driver and other employees performing similar functions are not covered by the flexi-time schedule.

F. Locator Slip

F.1. Employees shall accomplish the locator slip when going out of the office for official business or personal reasons. Time used for official business and personal reason shall not be deducted from the vacation leave credits of the employee.

F.2. Employees who go out on personal reason and never return to office for the remaining hours of the day shall be considered undertime. The corresponding number of minutes/hour shall be deducted from their vacation leave credits, and shall not be counted for rating the attendance to office for purposes of performance evaluation.

F.3. In the case of faculty member undertime incurred, it shall be deducted from their service credits.

F.4. Before leaving the office, official/employee should submit his/her approved locator slip (either official or personal) to the Security guard on duty who shall record the time of departure from and return to the office of the employee. The employee will provide the HRMO of approved locator.

F.5. The security guard on duty shall submit to the HRD Office immediately the name of the employee who goes out of the office without approved locator slips.

G. Official Travel

Officials and employees who will be on official travel shall secure an office order/travel order before travelling. The official or employee who goes on travel without the approved office/travel order shall be considered absent.

H. Compensation for Authorized Work beyond Forty Hours

The daily hours of work for personnel may be extended when the interest of the public service so requires. The extension shall be fixed in accordance with the nature of the work. In excess of forty (40) hours a week, the work must be properly compensated in the form of overtime pay whenever funds are available; or through the grant of compensatory time or day-off, or through service credit.