

**TITLE TWO  
THE GOVERNANCE OF THE UNIVERSITY**

**CHAPTER 2  
THE BOARD OF VISITORS**

**Article 6. Composition and Special Function**

**Section 1.** The Board of Visitors of USM shall be composed of the President *of the Republic of the Philippines, the Vice President, the Senate President, the Speaker of the House of Representatives, Chief Justice of the Supreme Court and the Chairperson of the Commission on Higher Education.*

**Section 2.** The Board of Visitors of USM *may visit* the University, individually or otherwise, at such time and date as they may *deem proper, to inspect, examine the programs of study, accounts, properties and the general conditions of the University, among others.*

**CHAPTER 3  
THE BOARD OF REGENTS**

**Article 7. Declaration of Policy.**

It is the declared policy of the State to establish, maintain, and support a complete, adequate and integrated system of education relevant to the needs of the people and society. Towards this end, the composition of the governing board of the University is hereby modified in order to (a) achieve a more coordinated and integrated system of higher education; (b) render them more effective in the formulation and implementation of policies in higher education; (c) provide for more relevant direction in its governance; and (d) ensure the enjoyment of academic freedom as guaranteed by the Constitution.

**Article 8. Composition and Term of Office**

**Section 1. Composition.** Pursuant to RA No. 8292, otherwise known as the Higher Education Modernization Act of 1997, the Governance of USM shall be vested in the Board of Regents, as constituted by law, which shall be composed of the following:

- a. Chairperson of the Commission on Higher Education (CHED) as Chairperson;
- b. President of the University as Vice Chairperson;
- c. Chairperson of the Senate committee on Education, Arts and Culture as Member;
- d. Chairperson of the House Committee on Higher and Technical Education as Member;
- e. Regional Director of the National Economic and Development Authority (NEDA) where the main campus of USM is located as Member;
- f. President of the USM Faculty Association as Member;
- g. President of the University Student Government as Member;
- h. President of the USM Alumni Association as Member;
- i. Regional Director of the Department of Agriculture where the main campus of USM is located as Member; and
- j. Two (2) prominent citizens of the Province where the University is situated, who have distinguished themselves in their professions or fields of specialization to be chosen in accordance with law as Member.

**Section 2. Term of Office.** The Presidents of the Faculty, of the Alumni Association and of the Student Government shall sit in the Board of Regents until the expiration of their term of office.

The prominent citizens shall serve for a term of two (2) years which may be renewed only for another term.

## **Article 9. Meetings and Quorum of the Board**

**Section 1.** The Board of Regents shall regularly convene at least once in every quarter. The Chairperson of the Board may call a special meeting whenever necessary. Provided, however, that the members are notified in writing at least three (3) days prior to the said meeting.

**Section 2.** A majority of all members holding office shall constitute a quorum for board meetings: *Provided* that the CHED Chairperson who is the Chairperson of the Board or the USM President, is among those present in the meeting. In the absence of the CHED Chairperson, a commissioner of the CHED, duly designated by him/her, shall represent him/her in the meeting with all the rights and responsibilities of regular member: *Provided*, however, that in the said meeting, the USM President as Vice Chairperson shall be the presiding officer: *Provided* further that this proviso notwithstanding, the CHED Chairperson may designate a CHED commissioner as the regular Chair to the Board, in which case said CHED Commissioner shall act as the presiding Officer.

## **Article 10. Compensation**

**Section 1.** Unless otherwise provided, the members shall serve *with honorarium as provided by law, and* they shall be reimbursed for necessary expenses incurred in their attendance to meetings of the Board or in connection with their official business authorized by a resolution of the Board.

## **Article 11. Powers and Duties of the Board**

**Section 1.** The *USM* Board of Regents shall have the following specific powers and duties as provided under Section 4 of Republic Act No. 8292, in addition to its 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:

- a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the University;
- b. to receive and appropriate all sums as may be provided, for the support of USM in the manner it may determine, to carry out the purposes and functions of USM;
- c. to receive in trust legacies, gifts and donations of real and personal of all kinds, to administer and dispose the same when necessary for the benefit of USM, subject to limitation, direction and instruction of the \_\_\_\_\_ if any.
- d. to fix the tuition fees and other necessary school charges, such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as it may deem proper to impose after due consultation with the involved sectors:

Such fees and charges, including government subsidies and other income generated by USM, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue there from shall form part of the same fund for the use of USM. *Provided*, that income derived from University Hospital shall be exclusively earmarked for the operating expenses of the hospital.

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

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

- e. to adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- f. to authorize the construction or repair of its buildings, machinery, equipment, and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment;
- g. to appoint, upon the recommendation of the President of the University, Vice Presidents, Deans, Directors, Heads of Departments, faculty members and other officials and employees;
- h. 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, at its discretion, leaves of absence, under such regulations as it may promulgate, not contrary to law, rules and regulations. To remove them for cause with the observance of due process of law;
- i. to approve the curricula, institutional programs, and rules of discipline drawn by the administrative and academic councils as herein provided;
- j. to set policies on admission and graduation of students;
- k. 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 field of specialization within the academic competence of USM and to authorize the award of certificates of completion of non-degree programs;
- l. to absorb non-chartered tertiary institutions within the province where the University is situated, in coordination with the CHED and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m. to establish research and extension centers which will promote the development of USM and its service area;
- n. to establish chairs in the University and to provide fellowships for qualified faculty members and scholarships to deserving students;
- o. to delegate any of its powers and duties provided for hereinabove to the University President and/or other officials of the University, as it may deem appropriate;
- p. to authorize an external management audit, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the Department of Budget and Management, the restructuring of said Colleges and Universities to become more efficient, relevant, productive, and competitive;
- r. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of USM, the proceeds of which shall be used for the development and strengthening of USM;
- s. to develop consortia and other forms of linkages with local government units, institutions and agencies, public and private, whether local or foreign, in furtherance of the purposes and objectives of USM;
- t. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, whether local or foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u. 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, and similar methods, for the promotion of greater access to higher education;
- v. to establish policy guidelines and procedures to participative decision-making and temporary within the University;
- w. to privatize management of non-academic *services*, such as: health, food, building or grounds or property maintenance and similar other activities;
- x. to extend the term of the *University President* 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 duly created for the purpose; *and*

- y. to perform such other powers and functions which may hereinafter be granted by subsequent laws and regulations.

#### **Article 12. The Secretary of the Board and the University Administrative Council**

**Section 1.** The Board of Regents shall appoint the Secretary of the Board and of the University Administrative Council upon recommendation of the University President. The Secretary shall keep all records and proceedings of the Board and Council. Further, the Secretary shall communicate to each member of the Board notice of meetings and provide each Regent the Agenda Folder at least three (3) days before the scheduled meeting.

#### **Article 13. Annual Report**

**Section 1.** On or before the fifteenth (15<sup>th</sup>) day of the second month after the opening of classes each year, the University President shall file a detailed report on the progress, condition, and needs of USM, with the Office of the President of the Philippines, through the Chairperson of CHED, with the Senate, and with the House of Representatives.

### **CHAPTER 4 THE ADMINISTRATIVE COUNCIL**

#### **Article 14. Composition**

**Section 1.** There shall be a University Administrative Council consisting of the University President as Chairperson, the Executive Vice President, designated by the University President, as Vice Chairperson, and the other Vice Presidents, the Deans, Directors and other officials of equal rank, as members. Upon invitation by the Chairperson, the President of USM Faculty Association and the President of the University Student Government may attend as resource persons.

#### **Article 15. Functions**

The University Administrative Council shall have the power to review and recommend appropriate measures to the Board of Regents policies governing the operation requirements, administration, management and development planning of USM .

#### **Article 16. Meetings and Quorum**

**Section 1.** The University Administrative Council shall meet at such time as the University President may deem necessary or upon the written request of at least one-fifth (1/5) of its members. Provided, that there shall be at least one regular meeting every quarter.

**Section 2.** Every member of the University Administrative Council shall be required to attend all its meetings. Proxies may be allowed to attend the meeting but shall have no voting power.

**Section 3.** Quorum of the University Administrative Council shall consist of a majority of all its members, excluding those who are on official leave or travel. A majority vote of all its members present shall be required to decide on a question or an issue.

**Section 4.** The presiding officer may vote only to break a tie.

## **CHAPTER 5 THE ACADEMIC COUNCIL**

### **Article 17. Composition**

**Section 1.** There shall be an Academic Council of the University consisting of the University President as Chairperson, the Vice President for Academic Affairs as Vice-Chairperson, Director for Instruction as secretary, and all faculty members with the rank of Assistant Professor I or higher as members.

### **Article 18. Powers and Functions of the Academic Council.**

**Section 1.** Subject to the confirmation by the Board of Regents, the Academic Council shall have the following powers and functions, to wit:

- a. review and recommend academic programs, curricular offerings, and rules on discipline of the University;
- b. fix the requirements for admission, placement, and retention of students, as well as the requisites for graduation and conferment of degrees;
- c. review and recommend the graduation of students, the conferment of the title honoris causa upon persons in recognition of their outstanding contribution in the field of competence of USM and the award of certificates of completion of degrees, non-degree and non-traditional programs;
- d. review the findings of the committee assigned to investigate academic related problems, within the limits of the rules of student discipline prescribed by this Code and by subsequent rules and regulations; and
- e. perform such other powers and functions as may be allowed by law.

### **Article 19. Officers**

**Section 1.** The University President shall be the Chairperson and presiding officer of the Academic Council. The Vice President for Academic Affairs shall be the Vice Chairperson. The Vice Chairperson shall act as the presiding officer in the absence of the chairperson. In the absence of both and upon the instance of the University President, the Vice President for Administration, the Vice President for Research, Development and Extension or the Vice President for Resource Generation and Entrepreneurial Services, in that order, may preside the meeting of the Council.

**Section 2.** Secretary of the Academic Council. The Director for Instruction shall be the Secretary of the Academic Council. The secretary shall be the custodian of the records of the Council. Upon the direction of the Vice President for Academic Affairs and in consultation with the University President, the secretary shall prepare the agenda of the Academic Council meeting and shall cause the issuance of the notice of meetings at least two (2) days before the conduct of the said meeting except for emergency meetings.

### **Article 20. Meetings and Quorum**

**Section 1.** The Academic Council shall meet at such time as the University President may determine, provided that there shall be at least one (1) regular meeting each semester. A special meeting may be called upon by the University President as may be necessary or upon the written request of at least one-fifth (1/5) of the total members of the Council, specifying the agenda within the ambit of any function of the Academic Council.

**Section 2.** Attendance to all the meetings of the Academic Council shall be required of every member of the Council. A member who shall be absent from an Academic Council meeting must file the appropriate leave of absence at least a day before the said meeting. Two (2) absences incurred by any member without leave of absence in an academic year shall be a ground for the Human Resource Management and Development Office (HRMDO) Director to require from the member an explanation of the absence and to reprimand him/her when warranted. The

explanation and findings shall be entered in the Civil Service Commission (CSC) 201 file of the subject member.

**Section 3.** Quorum of Academic Council meetings shall consist of a majority of all its members who are currently holding office, excluding those on leave of absence or official travel.

**Section 4.** A majority vote of all its members present shall be required to dispose of a question or to decide on an issue. The presiding officer may vote only to break a tie.

## **CHAPTER 7 UNIVERSITY ACADEMIC AFFAIRS COMMITTEE (UAAC)**

### **Article 21. Composition**

**Section 1.** There shall be a University Academic Affairs Committee (UAAC) which shall be directly responsible to the University President. The Academic Affairs Management Committee shall be composed of the Vice President for Academic Affairs as Chairperson with all the College and Institute deans as members.

### **Article 22. Powers and Functions of the University Academic Affairs Committee (UAAC)**

**Section 1.** Under the general supervision and control of the University President, the University Academic Affairs Committee shall exercise the following functions:

- a. assist the Vice President for Academic Affairs in the determination of policy proposals in the pursuance of the vision, mission, and goals of USM;
- b. review and recommend policies, rules and regulations governing the academic procedures, processes and the like to the University President for appropriate action; and
- c. perform such other related functions.

### **Article 23. Secretariat**

**Section 1.** The Vice President for Academic Affairs shall designate a Secretariat of two (2) from among the staff within the Management Committee. The secretariat shall faithfully keep the minutes of every meeting and furnish each Academic Affairs Management Committee member an agenda folder duly approved by the University President at least two (2) days before each meeting.

### **Article 24. Meetings and Quorum**

**Section 1.** The Academic Affairs Management Committee shall meet every first Monday of the month. The chairperson, however, may call for a special meeting as the need arises or upon the request of at least one-fifth (1/5) of the members of the Management Committee.

**Section 2.** Attendance in all its meeting shall be required of every member. In the absence of the Dean, any of the Department Chairperson may be allowed to attend as proxy but without voting power.

**Section 3.** Quorum shall consist of a majority of all its members who are currently holding office, excluding those who are on leave of absence or official travel.

**CHAPTER 8**  
**UNIVERSITY RESEARCH DEVELOPMENT AND EXTENSION COMMITTEE (URDEC)**

**Article 25. Composition**

**Section 1.** The University Research, Development and Extension Committee (URDEC) shall be composed of the President who shall act as the Chairperson and Vice President for Research, Development and Extension as the Vice Chairperson, with the directors of the Research Facilities and Extension Services as its members.

**Section 2.** The Committee Chairperson may invite representatives of public and private research and extension institutions or agencies as resource persons in Committee hearings as he/she may deem necessary. A modest but dignified honorarium may be granted to said resource persons upon recommendation of the Committee Chairperson and approval of the University President.

**Article 26. Powers and Functions of the Committee.**

Section 1. Subject to the general supervision of the University President, the Committee shall perform the following powers and functions:

- a. review and recommend policies, guidelines, rules and regulations governing research, development and extension services for endorsement by the Administrative Council subject to the confirmation of the Board of Regents, through the University President, and to compile the same as the URDEC By-Laws;
- b. To assess and identify research and development gaps and extension needs, as well as to determine and recommend to the University President priorities for USM;
- c. To propose budgetary requirements for research, development and extension activities;
- d. To initiate and establish institutional linkages with local or foreign institutions; and
- e. To perform such other functions analogous to the foregoing.

**Article 27. Secretariat**

**Section 1.** The Vice President for Research, development and Extension shall designate the Committee Secretary from among its members. The Committee Secretary shall faithfully safe keep the minutes of every meeting and shall furnish each Committee member with an agenda folder at least three (3) days before each meeting.

**Article 28. Meetings and Quorum**

**Section 1.** The URDEC shall meet at such time as its Chairperson may determine and as the need arises, provided, that there shall be at least one regular meeting every six (6) months or upon the written request of at least one of its members.

**Section 2.** Attendance in all its hearings shall be expected of every Committee member. A member may be represented by proxy who, however, shall have no right to vote.

**Section 3.** The quorum of the Committee shall consist of a majority of all its members. The Committee members who are on official leave shall not be counted for purposes of determining the quorum

**Section 4.** Quorum shall be required to dispose of a question or to decide on an issue. The presiding officer may vote only to break a tie.

**CHAPTER 9**  
**UNIVERSITY RESOURCE GENERATION MANAGEMENT COMMITTEE (URGMC)**

**Article 29. Composition**

**Section 1.** There shall be a University Resource Generation Management Committee (URGMC) which shall be composed of the University President as Chairperson, the Vice President for Resource Generation and Entrepreneurial Services as Vice Chairperson, the Director of the Business Development Center, Director of USMARC/PICRI, Dean of the College of Agriculture and the USM- Kidapawan City Campus, shall be the Council members. The URGMC Chairperson may also request the presence of resource persons to assist the Committee.

**Article 30. Powers and Functions of the URGMC.**

**Section 1.** Under the control and supervision of the University President, the URGMC shall exercise the following functions:

- a. review and recommend policies, rules and regulations governing resource generation through the University President for the endorsement by the Administrative Council subject to the confirmation or approval of the BOR;
- b. ensure that all business and fiscal transactions under it are subject to government accounting and auditing laws and procedures with utmost transparency;
- c. review and recommend for BOR approval proposals for professional assistance or resource generation programs and projects, whether college-based or community-based resource generation projects/activities;
- d. ensure and direct the submission of quarterly report to the University President on the status of operation of services duly passed by the URGMC; and
- e. To perform such other functions as may be necessary.

**Article 31. Secretariat.**

**Section 1.** The Vice President for Resource Generation and Entrepreneurial Services shall designate a Secretary. The Secretary shall provide technical and administrative support to the URGMC.

**Section 2.** The Director for Business Development Center (BDC) shall be the ex-officio Secretary of the Committee, unless another official shall designated by the University President to assume the position. The secretary shall perform the same duties and functions as those prescribed for the position in the other Committees.

Where the Director of BDC shall preside over the meeting, in the absence of the Chairperson and the Vice Chairperson above-mentioned, a senior member of the Committee who is present during said meeting or a duly designated official may act as Acting Secretary.

**Article 32. Meetings and Quorum**

**Section 1.** The URGMC shall meet at least once in every quarter. The Chairperson, however, may call special meetings as the need arises.

**Section 2.** Attendance in all its meetings shall be required of every member. Proxies may be allowed on observer status but without voting power.

**Section 3.** URGMC quorum shall consist of a majority (50% plus 1) of all its members who are currently holding office. The members of the URGMC on official travel or leave of absence shall be excluded in the computation of quorum.



## **Article 33. The Business Development Center**

**Section 1.** The resource generation unit of the University shall be known as the Business Development Center (BDC) which shall be headed by a Director to be assisted by the Project Managers. The BDC shall be under the Office of the Vice President for Resource Generation and Entrepreneurial Services. The BDC shall undertake income-generating projects, the income of which shall form part of the special trust fund of the University. It shall supervise and monitor all the activities of the various agri-business and non-agri-business projects of the University and shall implement all pertinent policies, rules and regulations promulgated by the URGMC and approved by the BOR. The University shall engage in commercial agri-business programs such as diversified animal production, food processing, animal feed and seed production, cafeteria, pharmacy, hostel and guesthouses and other income-generating projects to augment the operating budget of the University. In addition to its income-generating functions, the BDC shall also provide an appropriate venue for training to students enrolled in agribusiness and technical or special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research, development and extension programs of the University.

### **Section 2. BDC Management Committee**

The BDC Management Committee shall be the main planning and coordinating arm of the Business Development Center. It shall be composed of the BDC Director as Chairperson, Project Management and Market Analyst, University Veterinarian, Project Development Officers and Project Managers as members. It shall meet every month or as often as necessary, to perform the following:

- a. determine project objectives;
- b. prepare the general development plan and budget for the agribusiness projects and submit the same to the URGMC;
- c. assess and evaluate efficiency of operation and management of projects and recommend remedial measures;
- d. prepare and render quarterly and annual reports of operation and other reports as needed by the URGMC;
- e. prepare calendar of activities for all projects; and
- f. implement guidelines/policies governing the BDC.

### **Section 3. Technical Support Services**

Whenever the need arises, the BDC may invite technical persons for support.

### **Section 4. Support Staff**

It shall be composed of clerks, utility workers, deputized farm guards, and messengers/canvassers. This group shall provide assistance to the Director in the management of the Center.

### **Section 5. Central Market**

The Central Market Committee shall handle the marketing of all products produced by the different income generating projects of the University. It shall be composed of the market coordinator, cashier, storekeeper, and market aide. The Central Market shall also generate additional revenues from its "buy and sell" venture wherever and whenever possible.

**CHAPTER 10**  
**KEY OFFICIALS OF THE UNIVERSITY**

**Article 34. The President of the University**

**Section 1.** The University President shall be the Chief Executive Officer of the University and shall render full-time service to the University. He shall be appointed by the Board of Regents upon the recommendation of a duly constituted Search Committee. He shall have a term of four (4) years and shall be eligible for reappointment for another term, subject to the provisions of existing laws and regulations. His term may be extended beyond the age of retirement but not later than the age of seventy (70).

**Section 2.** The University President shall have the following powers and responsibilities:

- a. Provide University leadership, conserve and protect its academic integrity and ensure the observance and implementation of existing laws and regulations and policies laid down by the BOR;
- b. Exercise within the framework of the University policies with primary authority and responsibility over the following areas: instruction, development planning and resource generation and allocation; grants, endowments and fund raising; external relations and public affairs; and University policies relating to regional development programs, curricula, and matters affecting the rights, privileges, responsibilities, and welfare of the University constituency;
- c. In the pursuance of the University Vision, Mission, Goals and Objectives (VMGO), the University President shall lead in the formulation of an integrated and comprehensive plan for the University, in instruction, research, development and extension, resource generation, campus development, sustained fiscal autonomy, subject to confirmation of the BOR;
- d. Coordinate the activities and programs of the University with the other component units and institutes, review their goals and recommend appropriate action to the BOR;
- e. Exercise general administration and supervision of all business, financial and academic operations of the University, and over all officers, faculty and academic support staff of the University;
- f. Recommend to the BOR the designation of Vice Presidents, Deans, Directors, Special Assistants, Faculty members and personnel in the support staff and other officials and employees and the designation of an Executive Vice President from among the Vice Presidents as found needful for the efficient and effective operation of the University;
- g. Create standing and ad hoc committees to address specific concerns;
- h. In the interest of the service, effect the promotion, transfer, detail, secondment, and other personnel actions; fix their work schedules; grant leaves of absence, service credits, change of leave status, commutation of leave credits, and other personnel actions and approve their additional work assignments, additional compensation, resignation and retirement, subject to the confirmation of the BOR;
- i. Set up machinery for the resolution of all disciplinary and non-disciplinary cases involving the students and personnel of the University, and for the consideration of petitions for redress of grievances in accordance with applicable laws and regulations;
- j. Award fellowships, assistanceships, and scholarships to students, faculty members and the non-teaching personnel. When proper, send exchange professors and receive visiting professors in accordance with the policies prescribed by the BOR;
- k. Supervise the preparation of the University annual decentralized budget for appropriate action by higher authority;
- l. Approve transfer of funds to effect appropriate and necessary adjustments on expenditures;
- m. Submit to the Board of Regents and/or other competent higher authorities an annual report on the operation of the University, and such other reports as may be required.
- n. Take appropriate action on requisitions of equipment and supplies within limits prescribed by accounting and auditing rules and by the BOR;

- o. Process employees applications for salary commutation and to take advanced courses and the like;
- p. Review, take appropriate action or approve matters pertaining to students affairs such as uniforms, by-laws of student associations or extra mural activities when sought;
- q. When appropriate, may authorize the modification of existing University rules such as reduction of teaching load, deloading and determination of class size for the BOR action;
- r. As the disciplining authority, preventively suspend any subordinate officer or employee who is charged with dishonesty, oppression, or grave misconduct, or neglect in the performance of duty, upon recommendation of the Personnel Discipline Committee subject to confirmation by the BOR;
- s. Preside over all commencement and other academic exercises of the University, and confer degrees and honors as may be granted by the BOR, and personally affix his signature in all diplomas and certificates issued by the University with the Dean of the granting College and the University Registrar as co-signatories;
- t. In the exigency of the service, place any office or officer under his immediate supervision;
- u. Execute and sign on behalf of the University, all contracts, deeds and other instruments necessary for the implementation of the mandated functions of the University; provided, that in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed by the University regulations and general laws, he/she may direct through written instruction the approval in specified cases on his/her behalf by the named officer or head of unit concerned, subject to the usual safeguards to his/her power of revocation; and
- v. Exercise other powers and duties delegated to him/her by the BOR or as may hereinafter be provided by subsequent laws and regulations.

**Section 3.** In case of a temporary absence of the President, the Executive Vice President shall act as Officer-in-Charge of the office of the President to carry out the ministerial day-to-day management of the University affairs; however, if the Executive Vice President shall also be out of campus or is unavailable, the University President may designate any of the Vice Presidents to act as Officer-in-Charge. Should all of the vice presidents are unavailable, the President may designate any of the deans to be the Officer-in-Charge.

### **Article 35. The Office of the President (OP)**

**Section 1.** The following offices shall be directly under the Office of the President (OP):

- a. Line Offices
  - i. The Vice President for Academic Affairs
  - ii. The Vice President for Administration
  - iii. The Vice President for Research, Development and Extension
  - iv. The Vice President for Resource Generation and Entrepreneurial Services

At the discretion of the University President, he may designate one (1) of the vice presidents as the Executive Vice President as primus inter pares ( ).

- b. Staff Support System
  - i. Chief Executive Assistant
  - ii. Executive Assistant for Alumni and External Affairs
  - iii. Executive Assistant for the National Service Training Program
  - iv. Executive Assistant for Special Concerns
  - v. Executive Assistant for Accounts, Liabilities and Liquidations
  - vi. Legal Office
  - vii. Internal Audit Service (IAS)
  - viii. Driver
  - ix. Close-in Security Guards
  - x. Office Utilities
- c. The Board and University Secretary
- d. University Planning and Development Office (UPDO)
- e. University Human Resource Management and Development Office (UHRMDO)

- f. University Public Relations and Information Office (UPRIO)
  - f.1. Print Media
  - f.2. DXVL
  - f.3. Public Relations
- g. University Information and Communication Technology Office (UICTO)
  - g.1. System Analysis and Design Management Section
  - g.2. Information and IT Quality Section
  - g.3. System and Network Section
- h. University Security Management Office (USMO)
- i. Bids and Awards Committee (BAC)

### **Article 36. The University Planning and Development Office (UPDO)**

**Section 1. Designation and Qualifications.** The UPDO shall be headed and managed by a Planning Officer who holds the Planning Officer item. He/she shall be at least a holder of appropriate master's degree, preferably, with special training and/or working experience in planning and development and at least three (3) years of administrative experience

**Section 2. Functions.** As head of the Planning and Development Office, he/she shall perform the following functions:

- a. initiate, coordinate, monitor and evaluate the planning and development activities of all units of the University;
- b. lead the preparation of project/program plans and proposals;
- c. provide assistance in packaging program plans and proposals;
- d. establish data bank and the center of project/program plans and proposals development of the University; and
- e. perform such other related functions as may be assigned by the University President.

### **Article 37. The University Human Resource Management and Development Office (UHRMDO)**

**Section 1. Designation and Qualifications.** The UHRMDO shall be headed by a Director who shall be designated by the University President for a term of four (4) years without prejudice to redesignation, subject to the confirmation of the BOR. The Director must be a holder of a doctorate degree in Human Resource Management preferably with special training and/or work experience in human resource management and at least three (3) years of administrative services.

**Section 2. Functions.** The UHRMDO shall perform the following functions:

- a. lead in the implementation of the established University policies on personnel records management and development and the maintenance of effective liaisoning with the Civil Service Commission and other offices concerned;
- b. keep an updated service records and other data and information pertaining to all personnel of the University, to issue certifications and other documents on the matter upon request of appropriate parties;
- c. assist and advise the University President, officials and employees on the proper execution of policies, regulations and orders in all areas of personnel management and development promulgated by the Civil Service Commission and other higher authorities;
- d. undertake personnel programs, and inform the heads of concerned units of the recent developments in all areas of personnel management and development and;
- e. act as secretary of the University Promotion and Selection Board;
- f. conduct job orientation and induction seminar for newly-hired employees;
- g. coordinate and evaluate with the academic and non-academic heads in forecasting the hiring needs of the University;
- h. prepare and submit annual budget proposal for the human resources services, employee recognition (Civil Service and PRAISE) and wellness programs of the University;
- i. establish an in-house training facility and system that will address the training needs of administrators, faculty, and support administrative services personnel;

- j. coordinate with all the academic chairpersons in the conduct of faculty performance evaluation and process the results of the same;
- k. implement the Performance Management System and the Employee Development Program for the support administrative services personnel;
- l. lead the development and maintenance of the Human Resource Information Systems;
- m. recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation; and
- n. perform such other functions as may be assigned by the University President.

### **Article 38. The University Public Relations and Information Office (UPRIO)**

**Section 1. Designation and Qualifications.** The UPRIO shall be managed by a Head to be designated by the University President for a term of four (4) years, without prejudice to redesignation, subject to the confirmation of the BOR. He/She shall be at least a holder of an appropriate degree in communication with at least three (3) years of administrative experience.

**Section 2. Functions.** The Head of UPRIO shall perform the following functions, to wit:

- a. promote and foster cordial relations between and among the various sectors of the University constituents, stakeholders and with other agencies and institutions;
- b. help project the good image and reputation of the University in all areas of endeavors to the general public;
- c. establish effective relations with the media (print, radio, TV and others) on the dissemination of important activities and breakthroughs of the University for the information of the general public;
- d. take charge of the preparation and circulation of regular University publications; and
- e. perform such other related functions as may be assigned to him/her by the University President.

### **Article 39. The University Information and Communication Technology Office (UICTO)**

**Section 1. Designation and Qualifications.** There shall be an University Information and Communication Technology Office to be headed by a Director designated by the University President for a term of four (4) years without prejudice to reappointment and subject to confirmation by the BOR. He must be a graduate of Bachelor of Science in Computer Engineering or a Master in Information Management System or its allied field and must have an administrative experience of two (2) years and five (5) years teaching in USM.

**Section 2. Functions.** Under the operational control of the University President, the Director of UICTO shall exercise the following functions:

- a. lead in the development of a wide area network to service the e-needs of all the units of the University – from on-line enrolment, parents' access of their students performance, fiscal management transparency, available technologies, knowledge and services, among others and upgrade the same;
- b. supervise the personnel of the office; and
- c. perform such other functions as must be authorized by the University President.

### **Article 40. The University Security Services Management Office (USSMO)**

**Section 1. Designation.** There shall be an USSMO headed by a director to be designated by the University President for a term of two (2) years without prejudice to reappointment and subject to confirmation of the BOR.

## **Section 2. Qualifications:**

- a. at least a four-year degree holder;
- b. a civil service eligible;
- c. a licensed security guard;
- d. passed the psycho-neuro examination conducted by a government psycho-neuro testing center; and
- e. preferably with military/police officer experience

## **Section 3. Functions.** The Director for USSMO shall perform and exercise the following functions:

- a. propose measures to sustain the morale of the security force and promote the well being of all the security guards of the University;
- b. propose measures to ensure that only those who are psychologically & physically fit shall be recruited to the service;
- c. closely supervise the assignment of posts and the relief of guards taking into the ledger the condition of the beat upon the relief of the guard;
- d. hold the beat guard accountable for whatever loss or damage of property, life or limb sustained in the duration of the guard on duty;
- e. secure at all times the life and limb of the students, staff, faculty and officials and the properties of the University;
- f. provide a twenty-four (24) hour security to the University President and the Presidential Family;
- g. brief the University President at least once every week;
- h. impose the rules, policy and regulations in the conduct of the duties of the security force at all times; and
- i. perform such other related functions as may be directed by the University President.

## **Article 41. The Vice President for Academic Affairs**

**Section 1.** The Vice President for Academic Affairs (VPAA) shall be designated by the University President subject to the confirmation by the Board of Regents for a two (2) year term of office without prejudice to redesignation.

## **Section 2. Qualifications**

- a. holder of an appropriate doctorate degree;
- b. at least Professor I;
- c. seven (7) years teaching experience; and
- d. five (5) years of academic administrative function, preferably, with at least one (1) year experience as Dean at USM.

**Section 3.** He/she shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the academic and extra-curricular operations of the University in accordance with the existing government and University principles, policies, rules and regulations.

## **Section 4.** He/she shall exercise the following duties and functions:

- a. serve as Chairperson for the Recruitment, Appraisal, Scholarship, Retention and Promotion Board for all academic positions, faculty development and other faculty movement or related purposes;
- b. lead in academic program development and exercise general supervision over all academic units and programs of the University;
- c. when necessary, recommend to the President appropriate action on academic, disciplinary and related matters;
- d. administer the overall execution of policies on instruction duly approved by the BOR;
- e. supervise the planning, preparation and collation of the proposed annual budget for the operation of the colleges, academic institutes and instrumentalities;

- f. coordinate with and promote the research, development and extension and resource generation activities of the academic units;
- g. link with local, regional, national and international educational institutions and/or related agencies to promote inter-program/agency complementation and efficient maximization of the available resources;
- h. submit a regular memorandum of work progress every end of the 2<sup>nd</sup> semester of every school year to the University President;
- i. serve as Vice Chairperson of the Academic Council;
- j. act as the Chairperson of the Student Scholarship and Financial Assistance Committee; and
- k. exercise such other powers and functions as may be directed by the University President.

**Article 42. The Line and Staff Offices of the Vice President for Academic Affairs and their Respective Functions**

**Section1.** The Vice President for Academic Affairs shall directly supervise the Deans of Colleges/Institutes but not limited to, the following:

- a. Graduate School (GS)
- b. College of Agriculture (CA)
- c. College of Arts & Sciences (CAS)
- d. College of Business, Development Economics and Management (CBDEM)
- e. College of Education (CED)
- f. College of Engineering and Computing (CENCOM)
- g. College of Health Sciences (CHS)
- h. College of Human Ecology and Food Sciences (CHEFS)
- i. College of Industry and Technology (CIT)
- j. College of Veterinary Medicine (CVM)
- k. Institute of Middle East and Asian Studies (IMEAS)
- l. Institute of Sports, Physical Education, and Recreation (ISPEAR)

**Article 43. The Graduate School**

**Section1.** The Graduate School shall be headed by a Dean who shall be designated by the University President for a term of two (2) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation.

**Section2. Qualifications**

- a. holder of an appropriate doctorate degree;
- b. at least five(5) years teaching experience in the Graduate School;
- c. at least three (3) years of administrative experience; and
- d. holder of an academic rank of at least Professor I.

**Section3.** The Dean of the Graduate School shall be designated by the University President from a short list of three (3) candidates duly recommended by the Search Committee for Deanship (SCD) chaired by the Vice President for Academic Affairs and participated by at least three-fourths (3/4) of all the faculty members of the Graduate School subject to the confirmation of the BOR.

**Section4.** The Dean of the Graduate School shall perform the following functions:

- a. provide leadership to the other colleges/units in the preparation, implementation, development and evaluation of graduate curricular programs;
- b. coordinate with the various Colleges/Institutes and other offices in the admission, registration, schedule of classes, classroom assignments, and other activities of graduate students;
- c. recommend to the Vice President for Academic Affairs the designation, termination of regular or part time graduate faculty;
- d. with the assistance of the Graduate Coordinators, propose the Graduate School budget, submit annual and other periodic reports, among others;

- e. require each course professor to submit the course syllabus through its respective program coordinator;
- f. assist the colleges in the conduct of needs assessment for graduate education of the sectors being served;
- g. initiate and assist in the planning and conduct of in-service training program for the graduate faculty;
- h. exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as maybe provided by law;
- i. plan and recommend the procurement of the needed facilities of the unit;
- j. assess and strengthen the linkages of Graduate School with its alumni, other graduate schools, agencies and communities needing graduate assistance; and
- k. perform such other functions as may be assigned by the University President.

#### **Article 44. The Colleges and Institutes**

**Section 1.** Each college/institute shall be headed by a Dean. Both shall be designated by the University President from a short list of three (3) candidates duly recommended by the Search Committee for Deanship (SCD) chaired by the Vice President for Academic Affairs and with at least three-fourths (3/4) of all the faculty members of the College / Institute as member for a term of two (2) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation.

#### **Section 2. Qualifications:**

- a. holder of an appropriate doctorate degree;
- b. Professor I for a College / Associate Professor for Institute;
- c. five (5) years of teaching experience at USM;
- d. three (3) years of academic administrative experience; and
- e. a license holder for professions requiring a license in the practice of the profession.

**Section 3.** In the absence of a faculty member who possesses the required educational qualifications for the position of a Dean as prescribed in the preceding section, the minimum requirements set by Commission on Higher Education shall govern.

**Section 4.** The Dean of each college/institute shall perform the following functions:

- a. provide leadership in the preparation, implementation, development and evaluation of undergraduate curricular programs, as well as diploma or other short term courses;
- b. coordinate with the various Colleges/Institutes and other offices in the admission, registration, and other activities of undergraduate college students;
- c. require all course teachers to submit the syllabus for each course they handle/teach;
- d. initiate and assist in the planning and conduct of in-service training program for faculty and staff;
- e. assign the teachers to courses within their expertise in accordance to the loading rules of the University;
- f. conduct faculty performance evaluation and together with the department chairperson conduct a post evaluation conference with the ratee;
- g. in consultation with the department chairpersons, coordinators and the college faculty, prepare, submit and defend the college budget proposal to the Vice President for Academic Affairs, annual and other periodic reports, among others;
- h. exercise primary jurisdiction over disciplinary cases involving faculty and students of the unit as maybe provided by law;
- i. plan and recommend the needed facilities of the unit;
- j. assess and strengthen the linkage of College/Institute with its alumni, other schools, agencies and communities needing assistance; and
- k. perform such other functions as may be assigned by the University President.



## **Article 45. The Line and Staff Offices of the Vice President for Academic Affairs**

- a. Director for Instruction
  - a.1. Curriculum Review and Development Division
  - a.2. Performance Monitoring, Evaluation and Accreditation Division
- b. The Office of the University Registrar
- c. The Office of Student Affairs (OSA)
  - c.1. University Guidance, Discipline Career and Placement Division
    - c.1.1. Testing, Admission and Placement
    - c.1.2. Counseling and Discipline
  - c.2. Scholarship, Grant-in-Aid and Financial Assistance, and Student Welfare Division
  - c.3. Student Government Affairs, Societies and Campus Ministry Division
  - c.4. Yearbook and Publications Division
- d. The University Learning Resource Center (ULRC)
  - d.1. Readers Services Division
  - d.2. Information Technology Division
  - d.3. Technical Services Division
  - d.4. Unit Libraries Division
  - d.5. University Museum

## **Article 46. The Office of Vice President for Administration**

**Section 1.** The Administrative Services shall provide for the administrative services of the four (4) main functions of the University, namely: Instruction; Research, development and Extension and Resource Generation.

**Section 2.** The Office of Vice President for Administration shall be designated by the University President subject to the confirmation by the Board of Regents, except when appointed to a plantilla position, his or her term of office shall be two (2) years without prejudice to redesignation.

**Section 3. Qualifications.** The Vice President for Administration shall possess the following qualifications:

- a. He or she must be a holder of an appropriate Master's degree in related fields.
- b. He or she must have at least seven (7) years of experience in administrative management.

**Section 4.** He shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision over the administrative services of the University.

**Section 5.** Under the general supervision and control of the University President, the Vice President for Administration shall have the following powers and functions:

- a. exercise general supervision of the administrative services personnel;
- b. serve as Chairperson of the Promotion and Selection Board for the support administrative services personnel;
- c. recommend to the University President applicants of the support administrative services personnel for trainings and scholarships;
- d. submit update on the University administrative status to the President; and
- e. perform such other duties and functions as may be delegated by the University President or the BOR.

## **Article 47. The Offices under the Vice President for Administration**

**Section 1.** The line offices directly under the Vice President for Administrative shall be:

- a. The Administrative Services
  - a.1. Property Section

- a.1.1. Procurement Section
  - a.1.2. Supply Section
  - a.1.3. Central Stock Section
- a.2. Record Office
- b. The Physical Plant and Maintenance Services
  - b.1. Civil Works and Janitorial Services Section
  - b.2. Water System Section
  - b.3. Transport Section
  - b.4. Machinery Section
  - b.5. Electrical Section

**Article 48. The Vice President for Research, Development and Extension**

**Section 1.** The Vice President for Research, Development and Extension (VPRE) shall be designated by the University President subject to the confirmation of the BOR, for a term of two (2) years without prejudice to redesignation.

**Section 2. Qualifications:**

- a. holder of an appropriate doctoral degree;
- b. at least Professor I;
- c. seven (7) years in research and extension experience; and
- d. five (5) years of administrative experience in research and/or extension.

**Section 3.** He/She shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the research and extension operations of the University in accordance with the existing government and University principles, policies, rules and regulations.

**Section 4.** He/She shall have the following duties and functions:

- a. serve as Chairperson of the University Research, development and Extension Committee;
- b. serve as Chairperson of the Promotion and Selection Board for all research, Development and extension positions, their appraisal and performance evaluation, screening of applicants for scholarship and personnel development and other related purposes;
- c. exercise leadership and general supervision over all research, Development and extension programs, projects and activities of the various units of the University;
- d. develop and recommend to the University President policies and guidelines governing research, development and extension affairs of the University for the BOR confirmation;
- e. lead in the program planning and development for research, development and extension activities which are geared towards the growth and development of the University, the region and the country;
- f. direct the implementation of research and development programs and extension services of the University;
- g. coordinate, monitor and appraise the performance of the various research and extension units of the University, including those of the research centers/institutions established in the University and other affiliate research agencies/institutions;
- h. plan, promote, carry out close working relations and link with appropriate government, non-government research and development organizations; and
- i. exercise such other powers and functions as may be directed by the President.

**Article 49. The Line Offices of the Vice President for Research, Development and Extension**

**Section 1.** The line offices of the Vice President for Research, Development and Extension shall be, but not limited to, the following:

- a. The USM Agricultural Research Center (USMARC)
- b. The Research and Development Office
- c. The Extension Services Office
- d. The Research Centers/Institutes
- e. Testing Laboratories and Processing Plants

## **Article 50. The Vice President for Resource Generation and Entrepreneurial Services**

**Section 1.** The Vice President for Resource Generation and Entrepreneurial Services (VPRGES) shall be designated by the University President subject to the confirmation of the BOR, for a term of two (2) years without prejudice to redesignation.

### **Section 2. Qualifications:**

- a. He or she must be a holder of any appropriate doctoral degree.
- b. He or she must have at least two (2) years experience related to his/her designation.

**Section 3.** He/She shall be primarily accountable to the University President and shall conscientiously assist the University President in the general supervision of the finance, resource generation and entrepreneurial services of the University in accordance with the existing government and University principles, policies, rules and regulations.

**Section 4.** He/She shall have the following duties and functions, to wit:

- a. Serve as Vice Chairperson of the University Resource Generation Management Committee;
- b. exercise leadership and general supervision over all finance transaction of the University and ensure its implementation in accordance with the accepted standard accounting and auditing rules and regulations, and other existing laws and policies of the Government and the University;
- c. exercise leadership and general supervision over all resource generation programs, projects and activities of the various units of the University;
- d. develop and recommend to the University President policies and guidelines governing financial and resource generation affairs of the university for the BOR confirmation;
- e. lead in the program planning and development for resource generation activities which are geared towards the growth and development of the University;
- f. direct the implementation of resource generation programs and projects of the University;
- g. coordinate, monitor and appraise the performance of the various resource generation units of the University;
- h. plan, promote, carry out close working relations and link with appropriate government and non-government organizations; and
- i. exercise such other powers and functions as may be directed by the President.

## **Article 51. The Line Offices of the Vice President for Finance, Resource Generation and Entrepreneurial Services**

**Section 1.** The line offices of the Vice President for Finance, Resource Generation and Entrepreneurial Services shall be, but not limited to, the following:

- a. The Finance Management Services Office
  - a.1. The Accounting Office
  - a.2. The Budget Office
  - a.3. The Cashier's Office
- b. The Business Development Center
- c. The University Health Services Office
  - c.1. Clinical Services
  - c.2. Nursing Services
  - c.3. Administrative Services

## **Article 52. The Duties and Functions of the Secretary of the Board and the University**

**Section 1.** As Secretary of the Board of Regents, he/she shall exercise the following specific duties and functions:

- a. Serve as custodian of all records and proceedings of the Board;

- b. under the direction of the University President, prepare the agenda for Board meetings and furnish the Chairperson and the members of the Board the agenda folder at least three (3) days before the scheduled meeting;
- c. where/when necessary, make available on-line the plane tickets for the Board of Regents, the resource persons and other officials needed in the meeting;
- d. communicate to each member of the Board notice of all regular meetings, special sessions and other undertakings;
- e. issue excerpts of minutes of meetings, and/or certifications on acts and policies promulgated by the Board of Regents for public consumption for a fee of not more than twenty (20) pesos per page upon request by any USM faculty member or employee or student for his/her information; and
- f. exercise such other powers and functions as may be directed by Board of Regents or by the University President.

**Section2.** As Secretary of the University, he/she shall exercise the following duties and functions:

- a. act as Secretary of the Administrative Council;
- b. keep all records and proceedings of meetings of the Administrative Council;
- c. communicate to each member of the Administrative Council notice of all regular meetings, special sessions and other undertakings;
- d. upon orders of the University President, he/she shall prepare pertinent memoranda, circulars, bulletins and other official communications for the signature of the former;
- e. cause the dissemination of policies, rules and regulations promulgated by the Board of Regents or by the Council through the UPRIO;
- f. keep custody of records of the University Council which shall be open to persons of interest, faculty, students, staff, stakeholders for scrutiny subject to such limitations as maybe provided by law;
- g. issue excerpts or appropriate certifications upon request of officials and employees of the University and other entities; and
- h. exercise such other powers and functions deemed necessary by the University President.

### **Article 53. The Executive Assistants**

**Section1.** There shall be as many Executive Assistants, as are necessary, to be designated by the University President, to assist and advise him on the effective and efficient performance of the duties and functions of his Office and on various areas of concern *as may be deemed exigent to the service by the University President.*

## **CHAPTER 11 LINE AND STAFF OFFICES UNDER THE OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS AND THEIR FUNCTIONS**

### **Article 54. The Office of the Director for Instruction**

**Section 1. Policy Statement.** The Office shall provide support staff to the Vice President for Academic Affairs in carrying out academic policies, need-based and market-driven program development of the University and shall exercise general supervision over the Program Development and Review and Accreditation Section and Performance Monitoring and Evaluation Section.

**Section 2. Designation.** The Director for Instruction shall be headed by a Director designated by the University President upon recommendation of the Vice President for Academic Affairs for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

**Section 3. Qualifications.**

- a. appropriate doctorate degree;
- b. with at least five (5) years of teaching experience; and
- c. at least three (3) years of academic administrative experience in USM.

**Section 4.** The Director Instruction shall perform the following duties and functions:

- a. recommend to the Vice President for Academic Affairs measures to rationalize faculty loading and room assignment profile of the colleges;
- b. in collaboration with the University Human Resource Management and Development Office (UHRMDO), supervise the conduct of the Teacher Performance Evaluation and secure the same for tabulation by the former;
- c. assist the Vice President for Academic Affairs in the conduct of curricular, instructional and other program related activities of the University;
- d. upon certification by the College/Institute Dean and the Accreditation Division Head on the readiness of an academic program for accreditation, recommend to the Vice President for Academic Affairs the release of the accreditation fund to the concerned College;
- e. undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time and recommend to the Vice President for Academic Affairs for appropriate action;
- f. prepare memoranda for appropriate action by the Vice President for Academic Affairs to disseminate educational policies and standards issued by higher authorities for the observance of the colleges;
- g. in consultation with the Dean of the Graduate School, ascertain the viability of graduate program proposals from the colleges and recommend appropriate action to the Vice President for Academic Affairs;
- h. assist the Vice President for Academic Affairs in implementing policies and guidelines affecting admission of students;
- i. coordinate with the different college/institute in the preparation of class schedule and room assignments;
- j. chair the preparation of the school academic calendar; and
- k. perform such other functions as may be assigned to him/her by higher authorities.

**Section 5.** There shall be a Program Development and Review and Accreditation Section headed by a Chairperson who shall be designated by the University President for a term of two (2) years subject to re-appointment. The Chairperson shall have the following duties and functions:

- a. undertake regular reviews and updates of the curricular offerings of the University to keep pace with the changing needs and demands of the time;
- b. recommend to higher authorities of the University through the Office of the Director for Instruction the institution, revision and abolition of certain courses and curricula in consultation with the Colleges/Institutes concerned; and
- c. perform such other related functions as may be assigned to him/her by higher authorities.

**Section 6.** There shall be a Performance Monitoring and Evaluation Section headed by a Chairperson who shall be designated by the University President for a term of two (2) years subject to re-appointment. The Chairperson shall perform the following duties and functions:

- a. exercise general supervision in the monitoring and evaluation of current programs of the University adopting an outcome-based approach to increase both the effectiveness of the quality assurance system and the quality and efficiency of the institution;
- b. take the lead role in the accreditation of the different academic programs in coordination with the academic deans of the units involved;
- c. provide information on the monitoring and evaluation system of the University; and
- d. perform other related function as may be assigned to him/her by higher authorities.

**Article 55. The University Registrar**

**Section 1. Policy Statement.** The University recognizes its critical role in determining who may be admitted to study in the University, be provided guidance and counseling services and in the efficient safekeeping and effective management of student records for the proper evaluation and validation of student grades and credentials as bases for the granting of degrees, certificates and other academic-related achievements.

**Section 2. Designation.** The University Registrar shall be designated by the President upon recommendation by the Vice President for Academic Affairs for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

**Section 3. Qualifications.** He/She must be a holder of Registrar III item.

**Section 4. Functions.** The University Registrar shall exercise general supervision over the management of students' records. Among others, the University Registrar shall:

- a. adopt measures to improve enrollment such as making it on-line;
- b. develop a database system to secure the fidelity, efficiency and accuracy of student records and to make accessible to parents or guardians, and
- c. perform such other functions as may be deemed necessary by the University President or by competent higher authorities.

#### **Article 56. The University Learning Resource Center (ULRC)**

**Section 1. Policy Statement.** The ULRC is a repository of updated knowledge, practices and technologies in all available media and information technology which shall be open and accessible to all learners of the University and any interested visitors who submit to the reasonable processes of the Center.

**Section 2. Designation.** The ULRC shall be headed by a Director designated by the President upon the recommendation of the Vice President for Academic Affairs for a term of two (2) years, without prejudice to redesignation, subject to the confirmation of the BOR.

**Section 3. Qualifications.**

- a. a PRC licensed librarian;
- b. a master's degree holder in Library Science, and
- c. five (5) years in professional library work, three (3) years of which is in a supervisory capacity.

**Section 4. Functions.** The Director of ULRC shall perform the following functions:

- a. provide every learner access to the learning resource holdings of the Center upon validation of the learner's intent;
- b. draw the validation rules and the regulations in the learners' access to the holdings equipment of the Center for the appropriate action of the University authority;
- c. formulate and administer library policies and implement rules and regulations;
- d. coordinate the activities of all library units;
- e. exercise general supervision over all library personnel and staff;
- f. acquire library materials, equipment, and supplies;
- g. supervise the maintenance of records and statistics;
- h. prepare and supervise programs for in-service training of library personnel;
- i. instruct and advise library personnel on the proper method in maintaining library records and in other phases of library administration;
- j. instruct library personnel on cataloguing and classifying their collection;
- k. initiate continuous enrichment of the resource, methodologies, and techniques for the development and improvement of the center;
- l. recommend the establishment of linkages with foreign and local agencies, colleges and universities for the development of its resources; and
- m. perform other related functions inherent in the position.

## **Article 57. The Office of Student Affairs**

**Sec. 1.** The Office of the Student Affairs shall be headed by a Director to be designated by the University President, subject to the confirmation of the Board of Regents, for a term of three (3) years, without prejudice to redesignation. He/she shall be at least a holder of an appropriate Master's degree, at least an Associate Professor I, with at least five (5) years of teaching experience and at least three (3) years of administrative experience.

**Sec. 2.** The Director of Student Affairs shall perform the following functions:

- a. to serve as a link between the University Administration and the student body and/or its component organizations and associations, and provide opportunities for the students' active involvement in the affairs of the University;
- b. to oversee the activities of all student organizations and provide guidance to students along social, cultural, educational and community leadership;
- c. to coordinate all registered and recognized student organizations to operate under the charter and rules of the University;
- d. to supervise and coordinate the functions and activities of the offices and personnel under him/her; and,
- e. to perform other related functions assigned to him/her.

**Sec. 3.** The Offices under the Office of Student Affairs shall be the following:

- a. University Guidance and Counseling Office
- b. Student Publications and Yearbook Office
- c. Student Dormitories
- d. Career and Placement Office
- e. Testing and Research Service
- f. Student Organization
- g. Campus Ministry Program
- h. Student Scholarship and Financial Assistance Office
- i. Student Discipline

**Sec. 4.** The Guidance and Counselling office shall be headed by the University Guidance Counsellor who shall be at least a holder of appropriate Master's degree, with a rank of at least Assistant Professor I, at least three (3) years of teaching experience and at least two (2) years of Administrative experience.

The Guidance and Counselling Office shall perform the following duties and functions:

- a. to manage students' activities/services aimed at reinforcing their ability and confidence in knowing and understanding themselves in relation to others and developing their own psychological growth and development;
- b. to initiate continuous enrichment of the unit's resources, approaches/methodologies and techniques of counselling and its testing, group/peer guidance or dynamic and other guidance services;
- c. to provide individual and group counselling, information service, academic follow-up of problem students, guidance enrichment programs, student peer facilitators' program and other related services for the well-being and personal development of students;
- d. to organize in-service training of personnel engaged in guidance and counselling services; and

- e. to discharge other duties and functions assigned to him/her the office.

**Sec. 5.** The Office of Student Publications and Yearbook Office shall consist of an Adviser and a Co-Adviser who shall perform following the following functions:

- a. to oversee the publication and distribution of the official student organ of the University; and,
- b. to supervise and coordinate the publication and circulation of the Yearbook for the graduating classes of the University; and,
- c. to perform such other duties and functions as may be assigned to the office.

**Sec. 6.** The Student Dormitories shall each be headed by a Resident Manager, who shall discharge the following duties and functions:

- a. to manage the activities/services of the Residence Hall assigned to him to insure the development of habits/attitudes/values of healthful living, efficient home management and good social relationships/responsiveness among student residents thereof;
- b. to supervise the activities involving student housing services/activities;
- c. to submit all reports, recommendations and plans for improvement of the student housing services/activities;
- d. to act on dormitory petty cases referred by dormitory student leaders and refer them to the Guidance Office for corresponding solutions; and,
- e. to perform other duties/ responsibilities that may be assigned to him/her.

**Sec. 7.** The Career and Placement Office shall be headed by a Section Head who shall perform the following functions:

- a. to keep a record of the personal data of University graduates, survey employment needs and problem of graduates, and make follow-up studies on the nature and status of graduates;
- b. to coordinate with employment agencies for possible job placement of qualified graduates of the University;
- c. to initiate the holding of seminars/conferences/fairs on job placement and employment;
- d. to recommend qualified graduates for employment, on the job training, or apprenticeship; and,
- e. to perform such other related functions as may be assigned to him.

**Sec. 8.** The Testing and Research Service Office shall be headed by a Section Head who shall discharge the following duties and functions:

- a. to directly supervise the conduct of entrance examinations for entering freshmen and transferees;
- b. to advice entering freshmen on the appropriate course they should take based on their performance in the entrance examination;
- c. to conduct appropriate researches on various areas affecting the intellectual potential, emotional make-up, physical well-being, social relationships, vocational aptitude and skills and moral and spiritual formation of students; and,
- d. to discharge such other duties and functions as may be assigned to him/her.

**Sec. 9.** The Student Organization Regulatory Office shall be headed by a Section Head who shall perform the following duties and functions:



- a. to take charge of the registration of campus organizations and recommend their official recognition by the University to appropriate higher authorities through the Director of the Student Affairs;
- b. to directly supervise and coordinates the activities of the student organizations and provide them adequate training for creative community leadership;
- c. to oversee that all registered and recognized student organizations shall operate in accordance with the rules and regulations promulgated by the University; and
- d. to perform such other duties and functions as may be assigned to him/her.

**Sec. 10.** The Campus Ministry Program Office shall be headed by a Section Head who shall perform the following duties and functions:

- a. to encourage students to attend in their respective weekly religious activities or congregations;
- b. to supervise and see to it that religious ministries like Bible sharing, prayer meetings, and other related activities shall all be scheduled after class hours so as not to deprive students from attending their respective academic classes;
- c. to encourage, initiate and supervise the holding of ecumenical religious services or activities during appropriate occasions in order to foster unity, solidarity and teamwork among the students of this University; and,
- d. to discharge such other duties and functions as may be assigned to him/her.

**Sec. 11.** The Student Scholarship and Financial Assistance Office shall be headed by a Section Head who shall perform the following duties and functions:

- a. to assist in the screening of applicants to the various student scholarship and financial assistance programs offered by the University in accordance with existing rules and regulations;
- b. to help in the preparation of student scholarship and financial assistance program proposals and in soliciting donors or sponsors;
- c. to supervise the recruitment and placement of student assistants or student-paid labourers from among the deserving students of the University upon the recommendation of the concerned unit heads;
- d. to assist in the preparation and processing of documents and other requirements needed for the release of the incentives of scholars and grantees; and,
- e. to perform such other duties and responsibilities as may be assigned to him/her.

**Sec. 12.** The Student Discipline and Decorum Office shall be headed by a Section Head who shall discharge the following duties and functions:

- a. to assist in the enforcement of the policies, rules and regulations affecting the students as enunciated in this Code and those promulgated by competent authorities in coordination with the University Security Force;
- b. to conduct investigation of all reported cases of misbehaviour and offenses committed by students which are within its authority to investigate as prescribed in the Student Code (Book IV of this Code);
- c. to help in the enforcement and execution of final and executor decision or judgement promulgated by appropriate disciplinary authority in cases involving students and student organizations;
- d. to keep custody of all records of student disciplinary cases; and,

- e. to discharge such other duties and functions as may be delegated to him/her.

**CHAPTER 12**  
**LINE AND STAFF OFFICES UNDER THE OFFICE OF**  
**VICE PRESIDENT FOR RESEARCH AND EXTENSION AND THEIR FUNCTIONS**

**Article 58. The Research and Development Office**

**Section1.** There shall be a Research and Development Office which shall be headed by a Director to be designated by the University President for a term of two (2) years, subject to the confirmation of the BOR, without prejudice to redesignation.

**Section2. Qualifications.** The Director for Research and Development shall have the following qualifications:

- a. He or she must be a holder of an appropriate doctorate degree.
- b. He or she must have at least three (3) years of experience in research and development management.
- c. He or she must have at least three (3) years experience in administration.
- d. He or she must at least belong to the academic rank of Associate Professor I.
- e. He or she should preferably have worked on funded researches and have published R&D outputs in refereed journals.

**Section3.** The Director for Research and Development shall perform the following functions:

- a. coordinate all research and development activities performed by the units and personnel of the University on and off t/he campus;
- b. establish research and development priority areas in consonance with and in support of regional/national research priority areas;
- c. encourage and evaluate faculty and staff research proposals and recommend funding support by the University or other agencies through the UREC;
- d. initiate the establishment of strong linkages with other public, private, domestic and foreign research agencies and organizations;
- e. recommend publication of completed researches in the University research journals and other similar publications;
- f. help in soliciting and procuring appropriate incentives for outstanding researches done by the University faculty and staff and recommend them for recognition by international, national, and institutional/ local government and private organizations;
- g. conduct periodic evaluation of University research programs and make appropriate recommendations for their improvement to higher authorities;
- h. index student undergraduate theses;
- i. develop and update guidelines for thesis (outline and manuscript) preparation and writing;
- j. develop and regularly update the research manual of the University; and
- k. perform other related functions for the promotion of research and development.

**Article 59. The University Extension Services Center**

**Section1.** There shall be a University Extension Services Center (UESC) which shall be headed by a Director to be designated by the University President for a term of two (2) years without prejudice to redesignation, subject to the confirmation of the Board of Regents.

**Section 2. Qualifications.** The Director shall have the following qualifications:

- a. He or she must be a holder of an appropriate doctorate degree;
- b. He or she must have at least three (3) years of experience in extension program management.
- c. He or she must have at least three (3) years in a supervisory capacity.

**Section3.** The Director for the University Extension Services Center shall perform the following functions:

- a. provide leadership in the operation of its services and observe the ethical standards of the University;
- b. conduct a periodic appraisal of extension problems affecting communities, particularly, those in the service areas of the University;
- c. generate extension plans, programs, and new approaches that shall improve the efficiency, productivity, income, and general well-being of the people in the service area;
- d. propose annual budget for the implementation of the extension program/activities of the University;
- e. monitor the extension programs/activities of the University;
- f. coordinate the University's extension related programs, projects and activities;
- g. ensure productivity and efficiency of R&E faculty researchers and staff and represent them in their grievances;
- h. establish linkages with Non-Government and Government Organizations;
- i. prepare and submit periodic and other necessary reports of accomplishment to the President through the VP for Research and Extension;
- j. partner with researchers for dissemination of research outputs to stakeholders; and
- k. perform other related functions as may be deemed necessary for the attainment of the Center's objectives.

**Article 60. The National/Regional Research, Extension and Training Institutes/Centers Established in the University**

**Section1.** Each National/ Regional Research and Training Institutes/Centers established in the University shall be headed by a Director whose qualifications shall be in accordance with the standards prescribed by the institution concerned.

**Section2.** The Research and/or Training Institute/Center Director shall perform the following functions:

- a. develop dynamic and feasible plans for his unit pursuant to the Institute/Center's thrusts and objectives;
- b. determine specific priority areas and prepare project proposals based on identified thrusts relative to the areas of concern of the Center/Institute;
- c. plan programs of activities and effect systematic implementation of approved projects;
- d. supervise and manage personnel under him/her;
- e. prepare and submit to authorities periodic reports of activities and outputs;
- f. establish linkages and consortia with other supporting agencies for the realization of the mission and objectives of the institute/center; and
- g. perform other related functions as may be deemed necessary for the attainment of the Institute/Center's objectives.

**CHAPTER 13  
LINE AND STAFF OFFICES UNDER THE OFFICE OF THE  
VICE PRESIDENT FOR FINANCE, RESOURCE GENERATION, AND ENTREPRENEURIAL SERVICES  
AND THEIR FUNCTIONS**

**Article 61. The Business Development Center (BDC)**

**Section 1.** There shall be a Vice President for Finance, Resource Generation and Entrepreneurial Services who shall have control and supervision over the Business Development Center (BDC), Finance Management Services, Resource Generation and Entrepreneurial Services of the University.

**Section 2.** The BDC shall be headed by a Director, to be designated by the University President for a term of two (2) years, subject to the confirmation of the BOR, without prejudice to redesignation.

**Section 3. Qualifications.** The Director for Business Development Center shall have the following qualifications:

- a. He or she must at least be a holder of an appropriate master's degree with special related training and/or working experiences.
- b. He or she must possess at least three (3) years of relevant experience in administration.

**Section 3.** The Director for Business Development Center shall perform the following functions:

- a. assist in the exercise of general supervision monitoring and evaluation of all resource generating activities of the University;
- b. implement the policies, rules and regulations relative to the operation of the resource generating projects of the University;
- c. formulate and recommend program proposals to improve the operation and productivity of existing resource generating projects; and
- d. perform such other functions that be assigned to him/her by the University President.

**Article 62.** The Offices under the Finance and Management Services shall consist of:

- a. Budget Office
- b. Accounting Office
- c. Cashier's Office

**Section 1. The Budget Office** shall be managed by a Senior Administrative Officer (SAO)/Budget Officer.

**Section 2. Qualifications.** The SAO/Budget Officer shall have the following qualifications:

- a. He or she must be a holder of an appropriate Master's degree.
- b. He or she must have three (3) years of relevant experience in budgeting.

**Section 3.** The SAO/Budget Officer shall perform the following functions:

- a. prepare, consolidate, and review annual, supplemental, special or deficiency budget of the University;
- b. prepare the necessary budget reports, related statements, justifications and explanations of the same;
- c. review budget estimates submitted by colleges and other units of the University;
- d. assist in conducting budget hearings for appropriation requests
- e. monitor the distribution and allocation of funds of the University;
- f. prepare financial reports as required by higher authorities; and
- g. perform such other functions as may be assigned to him/her by the University President.

**Section 4.** The Accounting Office shall be managed by a Chief Accountant.

**Section 5. Qualifications.** The Chief Accountant shall have the following qualifications:

- a. He or she must be a Certified Public Accountant.
- b. He or she must possess at least three (3) years working experience in government accounting.

**Section 6.** The Chief Accountant shall have the following functions;

- a. supervise the proper recording of financial transactions of the University;
- b. give technical advice on financial and budgetary matters to chief of office;
- c. prepare and submit statements on the financial status of the University;
- d. assist in the preparation of budget estimates and attends budget hearings;
- e. implement administrative and financial policies;

- f. certify to the correctness of journal vouchers, journals, bills, statements of accounts, trial balances, budget estimates, and other financial statements and records;
- g. implement government accounting and auditing rules and regulations; and
- h. perform such other functions as may be assigned to him/her by the University President.

**Section 7. The Cashier's Office** shall be managed by a Chief Cashier.

**Section 8. Qualifications.** The Chief Cashier shall have the following qualifications:

- a. He or she must be at least a graduate of Commerce or Business Administration.
- b. He or she must possess at least three (3) years working experience in the handling of, and accounting of money.
- c. He or she must have no record of crimes involving moral turpitude.

**Section 9.** The Chief Cashier's Office shall have the following functions;

- a. under general supervision, receive and pay out cash for vouchers, payrolls or other expenses;
- b. supervise the receipt of cash and checks for payments of goods, bills, rentals and other obligations;
- c. prepare and submit required reports for review by higher authorities;
- d. review the posting of cash advances, disbursements, collection of revenues and deposits; and
- e. perform such other functions deemed necessary by the University President.

### **Article 63. The University Health Services Office**

**Section 1.** There shall be a University Hospital and Health Services Office which shall be headed by a Director to be designated by the University President for a term of two (2) years, subject to the confirmation of the BOR, without prejudice to redesignation.

**Section 2. Qualifications.** The Director for the University Hospital and Health Services Office shall have the following qualifications:

- a. He or she must be a Doctor of Medicine.
- b. He or she must possess at least eight (8) years of experience in hospital work and three (3) of which have been in a supervisory capacity.

**Section 3.** The Director for University Hospital and Health Services Office shall have the following functions:

- a. direct the technical activities of the University Hospital and supervise all health worker/personnel of the hospital;
- b. lead in the planning, organization, operation and formulation of policies of the University Hospital;
- c. supervise the formulation of the University Hospital budget proposals;
- d. conduct consultations and give medical attention to cases referred to by lower grade physicians;
- e. conduct medical and health inspection of the University Hospital premises;
- f. supervise the physical, medical and dental examinations of students, applicants for employment and the general public;
- g. issue medical certificates to students and personnel whenever necessary;
- h. provide health and sanitation information, lectures and orientations to students, personnel and general public;
- i. evaluate performance of University Hospital personnel;
- j. direct the training of the University Hospital staff and interns;
- k. recommend and enforce disciplinary measures to erring University Hospital personnel; and
- l. perform such other functions as may be assigned by the University President.

**CHAPTER 14**  
**LINE AND STAFF OFFICES UNDER THE OFFICE OF VICE PRESIDENT**  
**FOR ADMINISTRATION AND THEIR FUNCTIONS**

**Article 64. Composition**

**Section 1.** The key officials of the Support Administrative Services of the University shall be the Vice President for Administration under him/her are Support Administrative Services, Directors/Managers of Non-Academic Units, and other officials as may be designated by the University President.

**Article 65. Primary Function**

**Section 1.** The officials and employees of the office for administration of the University shall function primarily for the purpose of serving the 4-fold function of the institution.

**Article 66. Other Ancillary Administrative Services Officials and Employees**

**Section 1.** All other administration and finance services officials and employees whose duties and functions are not specifically defined in this code shall perform the inherent functions of their respective positions as provided under existing laws and regulations and those prescribed by the Board of Regents and the University President.

**Article 67. The Administrative Office**

**Section 1.** There shall be an Administrative Office which shall be managed by a Head who holds the plantilla item of Chief Administrative Officer (Administration) and shall perform the following functions:

- a. assist in the review and checking of all documents processed in the administration and finance offices to ensure that they comply with the requirements set forth by existing pertinent laws, policies, rules and regulations;
- b. prepare official communications and correspondence for the signature of higher officials; and
- c. perform other related functions as may be assigned to him/her by his/her superiors.

**Article 68.** There shall be a Legal Office which shall be headed by a Legal Officer or Legal Retainer who is a member of the Philippine Bar. He shall perform the following functions.

- a. provide legal assistance to the University President;
- b. act as legal consultant to the Board of Regents;
- c. act as legal counsel of the University and notarize all University documents;
- d. handle investigation of administrative cases involving University personnel, students and recommend appropriate disciplinary actions to the University President;
- e. draft and review contracts and deeds involving the University; and
- f. perform such other functions as may be assigned to him/her by the University President.

**Article 69. The Property and Supply Office**

**Section 1.** There shall be a Property and Supply Office which shall be managed by an Administrative Officer V who shall perform the following functions:

- a. supervise and coordinate the supply and property management activities in the University;
- b. plan, direct, and supervise the work of supply officers and personnel engaged in the receipt, control and issuance of supplies;
- c. implement objectives, rules and regulations pertaining to supply and property management;

- d. prepare and submit periodic, annual and other required reports on supplies and property inventory;
- e. account for all office equipment and supplies, act as custodian of all records of property and conduct periodical inventory thereof as required by existing laws and regulations; and
- f. perform such other related work as may assigned to him/her by higher authorities.

**Article 70. The University Physical Plant Services Office**

**Section 1.** There shall be a University Physical Plant Services Office (UPPSO) which shall be managed by a Director to be designated by the University President for a term of two (2) years, subject to the confirmation of the Board of Regents, without prejudice to redesignation.

**Section 2. Qualifications.** The Director for Physical Plant Services shall have the following qualifications:

- a. He or she must preferably be a graduate of engineering courses with special related trainings and/or working experiences.
- b. He or she must have at least three (3) years of relevant experience in administration.

**Section 3.** The UPPSO shall perform the following functions:

- a. assist in the over-all supervision of the construction, maintenance and repair of the University physical plant facilities under the general supervision of the University President;
- b. oversee the various phases of planning, design, location, construction and maintenance of the buildings, facilities and other physical structures of the University, including facilities for housing, light and water, transport and machineries;
- c. prepare building plan and program of work in the construction of a building in consultation with the requisitioner;
- d. check projects for adherence to plans and specifications;
- e. inspect and check the quality and quantity of construction materials delivered to the projects pursuant to the purchase request specifications;
- f. consolidate year end reports on accomplishments and progress of works;
- g. enforce established policies and regulations governing the proper care and maintenance of the physical plant facilities of the University and the proper use and operation of motor vehicles; and
- h. perform such other functions as may be assigned to him/her by the University President.

**Article 71. Standing Committees**

**Section1.** The University President shall constitute Standing Committees in accordance with the provision of existing laws and regulations for the effective and efficient discharge of the functions of the University such as, but not limited to the following:

- a. Committee on Personnel Career Development
- b. Prequalification, Bids and Awards Committee
- c. Committee on Personnel Discipline
- d. Bids and Awards Committee
- e. Committee on Student Discipline
- f. Grievance Committee
- g. Housing and Land Use Committee
- h. Internal Audit System

**Section2.** The University President may create other special offices or committees, as may be deemed necessary.

**TITLE THREE**

**THE ORGANIZATION OF INSTRUCTION, RESEARCH, EXTENSION AND RESOURCE GENERATION**

**CHAPTER 14**

**THE ACADEMIC UNITS, THEIR STRUCTURE AND PERSONNEL AND THE NATIONAL SERVICE TRAINING PROGRAM**

## **Article 72. The Academic Units**

**Sec 1.** There shall be as many colleges, institutes and laboratory schools, as are necessary, to carry out the mandated academic thrusts and programs of the university and promote equal access to educational opportunities mandated by the constitution.

Each of the said academic unit shall have as many departments as are needed to carry out its curricular policies and programs.

**Section 2.** Pursuant to Section 4 (I) Republic Act No. 8292, the University may also absorb non-chartered tertiary institutions within the province where the University is situated in coordination with the Commission on Higher Education and in consultation with the Department of Budget and Management.

## **Article 73. The Academic Personnel**

**Section 1.** The academic personnel of the University shall consist of the University President, the Vice Presidents with academic ranks, the Dean of academic units, Department Chairpersons, Professors, Associate Professors, Assistant Professors and Instructors.

**Sec 2.** The academic personnel shall be classified as regular and non-regular faculty.

The regular faculty shall include the following categories:

- a. University Professor
- b. College Professor
- c. Professor I to VI
- d. Associate Professor I to V
- e. Assistant Professor I to IV
- f. Instructor I to III

The non- regular faculty shall include the following who shall serve in accordance with the terms and conditions of their appointments:

- a. Professor Emeritus
- b. Visiting Faculty
- c. Affiliate Faculty
- d. Exchange Faculty
- e. Guest Lecturers
- f. Contract of Service
- g. Part-time Faculty

Repeated reappointment/redesignation of a non-regular teaching personnel shall not create a right to another reappointment/redesignation or to security of tenure.

## **Article 74. The Academic Departments**

**Section 1.** The Department shall consist of the members of the faculty engaged in instruction.

**Section 2.** The Departments shall be based on the field of study or discipline of a college or institute.

**Section 3.** A Department shall be headed by a Chairperson and shall have a minimum of three (3) full time faculty members.

**Section 4.** The Department Chairperson shall perform the following functions:



- a. lead in academic governance, especially the collaborative development of appropriate procedure for governance within the department;
- b. cause the formulation of the department's Philosophy, Goals and Objectives in conformity with the college and effectively articulate the same;
- c. develop a career development plan for the faculty of the department in consultation with the dean of the college;
- d. serve as mentor to colleagues and work with other departments;
- e. preside over Department meetings, except when he/she delegates their function and serve as ex-officio member of all department committees;
- f. implement the Department's policies and programs;
- g. sit as member of the Faculty Selection Board for the Department;
- h. conduct semestral faculty performance evaluation;
- i. spearhead classroom observation;
- j. lead in the curricular review and development and the formulation of syllabi and teaching materials;
- k. exercise sound academic advisement;
- l. designate faculty members to necessary academic functions of the department;
- m. lead the department toward the achievement of the highest possible level of excellence in the teaching, research, extension, resource generation and the other service activities;
- n. be receptive to questions, complaints, grievances and suggestions from the members of the department, both academic and staff personnel, and students;
- o. lead in the development of the Department's academic programs within the context of the mission of the college; and
- p. perform other functions as maybe designated by the dean or highr competent authority.

#### **Article 75. The College/Institute Assembly**

**Section 1.** There shall be college/institute assembly composed of the Unit Heads as Chairperson and the faculty of the academic unit as members. For the Graduate School, all faculty members constitute the Graduate School Assembly.

**Sec 2.** The Assembly shall have the following functions;

- a. plan, recommend academic policies, programs, projects and other activities pertaining to each academic unit to be coursed through the unit head and the Vice President For Academic Affairs and submitted to the Academic Council for final action or recommendation to the University President and the Board of Regents for approval.
- b. implement policies and guidelines governing the administration of the programs and operations of the unit;
- c. recommend candidates for graduation from the concerned academic unit; and
- d. perform other functions as maybe designated by the University President.

**Section 3.** The Assembly shall meet at least once every semester and such other time as the academic unit head may prescribe or as proposed by a simple majority of the faculty of the unit present in the campus.

#### **Article 76. The National Service Training Program (NSTP)**

**Section 1.** Pursuant to Republic Act. No. 9163 the National Service Training Program (NSTP) shall enhance civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components.

**Section 2.** The University of Southern Mindanao shall only offer two (2) program components of the NSTP namely:

- a. The Reserve Officers' Training Corps (ROTC); and
- b. The Civic Welfare Training Service (CWTS).

The Literacy Training Services (LTS) components shall no longer be offered, unless otherwise provided.

**Section 3.** Each of the two aforementioned NSTP program components offered by the University shall be undertaken for a period of two (2) semester program, a one (1) summer program may be designed as formulated by the Department of National Defense, Commission on Higher Education and Technical Education and Skills Development Authority.

**Section 4.** The University authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the two (2) aforementioned NSTP program components in Section 2 in accordance with the provisions of R.A. 9163 and its implementing rules and regulations.

**Section 5.** The provisions of Republic Act No. 9163 shall form an integral part of this Code of Governance.

## **CHAPTER 11 RESEARCH AND EXTENSION**

### **Article 77. Scope of Research and Extension Services**

**Section 1.** The University Research and Extension functions of the University shall address the needs of the University and the community.

**Section 2.** Research program activities of the University shall be geared towards the discovery and expansion of scientific knowledge and development of technologies.

**Section 3.** The University Extension Services Center shall package research outputs for extension purposes and community consumptions.

**Section 4.** The Research and Development Office and the University Extension Services Center shall respectively provide leadership in the research and extension related programs, projects, and activities of the University.

### **Article 78. Policies and Guidelines Governing Research and Extension**

**Section 1.** The overall administration and supervision of the research and extension affairs of the University shall be vested in the Office of the Vice President for Research and Extension.

**Section 2.** Research and extension plans, programs, or proposals shall be in accordance with established criteria and priorities prescribed by the University Research and Extension Committee (UREC) and recommended by the University President for approval.

### **Article 79. Research and Extension Personnel**

**Sec 1.** The Research and Extension staff shall be composed of the following:

- a. University officials and employees who are detailed/seconded or designated as research and extension development administrators and support services personnel; and
- b. Full-time research personnel, such as, research administrators, researchers, research assistants, lab technicians or support staff, with appointive positions.

## **CHAPTER 12 RESOURCE GENERATION**

### **Article 80. The Business Development Center**

**Section 1.** The resource generation production unit of the University shall be known as the Business Development Center (BDC) which shall be headed by a Director to be assisted by the Project Development Officer and project managers. The BDC Office shall be directly under the VPRGES.

### **Article 81. Scope**

**Section 1.** The Business Development Center (BDC) shall undertake resource generation activities, the income of which shall form part of the special trust fund of the University.

**Section 2.** The BDC shall supervise and monitor all the activities of the various agricultural and non-agricultural and special projects of the University and shall implement all pertinent policies, rules and regulations promulgated by the URGMC and duly approved by the Board of Regents.

**Section 3.** The University shall engage in commercial agri-business programs such as diversified animal production, food processing, animal feed and seed production, cafeteria, pharmacy, hostel and guest houses and other resource generation projects to augment the operating budget of the University.

**Section 4.** In addition to its resource generation functions, the BDC shall also provide an appropriate venue for training students enrolled in agribusiness and technical or special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research and extension programs of the University.

### **Article 82. Policies and Guidelines Governing Resource Generation**

**Section 1.** The resource generation activities of the Business Development Center (BDC) shall operate under the special trust or revolving fund concept, subject to the usual government accounting, budgeting and auditing rules and regulations.

**Section 2.** Only projects that are likely to succeed on the basis of an appropriate feasibility study shall be approved for funding by the University upon recommendation of the URGMC.

**Section 3.** An incentive scheme based on the net income of the projects shall be instituted to encourage personnel involved in resource generation activities to do their best in managing their respective projects.

**Section 4.** The policies and guidelines referred to in this article and those which may hereinafter be provided shall be contained in a manual of operation to be prepared by a competent body for the approval of authorities concerned.

**Section 5.** The University shall engage in commercial agri-business programs such as: diversified crops and animal production, food processing, animal feed and seed production, cafeteria and pharmacy, hostel and guest houses and other resource generation projects to augment the operating budget of the University.

**Section 6.** In addition to its resource generation function, the Business Development Center shall also provide an appropriate venue for training students enrolled in agribusiness and technical or

special courses, provide areas and facilities for conducting basic and applied researches, and provide sources of information to bolster the research and extension program of the University.

**Article 83. The Resource Generation Personnel**

**Section 1.** The resource generation production personnel shall be composed of the following:

- a. University officials and employees who are designated as production administrators and support services personnel; and
- b. Full-time production officials and employees with appointive positions.

**TITLE FOUR  
THE INDEPENDENT/AFFILIATE OFFICES**

**CHAPTER 18  
INDEPENDENT OFFICES**

**Article 84. The Commission on Audit**

**Section 1.** The Commission on Audit (COA) shall be represented in the University by the duly designated Resident Auditor.

**Section 2.** All accounts and expenses incurred by the University, including foreign-assisted and government-funded special projects, shall be subject to COA review. Likewise, any disbursement of fund shall be in accordance with COA rules and regulations and other rules issued by competent authorities.

**CHAPTER 19  
THE AFFILIATE AGENCIES/INSTITUTIONS**

**Article 85. Rules and Policies**

**Section 1.** The University shall promulgate rules and policies aimed to promote collaborative endeavors and linkages and to enhance its purpose.

**Section 2.** All linkage programs and projects entered into by the University with other institutions shall be covered by a Memorandum of Agreement or Memorandum of Understanding.

**Article 86. Review of Existing Linkage Agreements**

**Section 1.** The University shall conduct periodic review of existing contracts with affiliate agencies/institutions.

**Sec 2.** In all linkage agreements for collaborative endeavors, the University shall reserve the right to cause the termination of any contract or agreement for valid reasons.