

BOOK II
THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

TITLE 5
HUMAN RESOURCE MANAGEMENT

CHAPTER 15
RECRUITMENT AND APPOINTMENT OF PERSONNEL

Article 87. General Provisions

Section 1. All appointments at USM shall be made according to merit and fitness. The selection of employees shall be based on their qualifications, competence to perform the duties and responsibilities of the position, in accordance with the policies, rules and procedures laid down in the Merit System and Promotion Plans for the faculty and for the non-teaching personnel, whichever may be applicable, pursuant to the rules of the Civil Service Commission and such other evaluation criteria as may be adopted by USM.

Section 2. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity, or political affiliation.

Section 3. Vacant positions in USM shall be filled-up through chain promotion as the need arises. Preference shall be given to the qualified next-in-rank employee, provided that all the requirements for promotion as prescribed by laws and regulations are satisfactorily met and none of the disqualifications.

Section 4. The University President shall appoint personnel to plantilla positions and designate key administrative officials, subject to the confirmation of the Board of Regents. The terms and conditions of appointment or designation shall be stated in writing.

Section 5. Appointments of University officials and personnel shall be made in accordance with law.

Section 6. All personnel of the University shall be appointed by the University President, subject to the confirmation of the Board of Regents. The precise terms and conditions of every appointment shall be stated in writing.

Section 7. Whenever required, the appointments of University personnel shall be submitted to the Civic Service Commission for appropriate action.

Article 88. The Merit System and Promotion Plans

Section 1. USM shall develop and implement a Merit System and Promotion Plan to attend to personnel movements and actions in accordance with Civil Service rules and regulations.

Section 2. The Merit System and Promotion Plan shall define the composition of the Selection and Promotion Board which shall assist the University President in the judicious and objective selection and promotion of University officials and employees.

Article 89. Regular Faculty and Academic Support Staff

Section 1. The policies and procedures established in the Merit System and Promotion Plan and pertinent National Budget Circular issuances shall govern the appointment and promotion of faculty members.

Section 2. Recruitment, appointment, and promotion of academic support staff shall be made on the basis of the qualification standards, rules and regulations promulgated by the Civil Service Commission and the policies and guidelines set forth in the Merit System and Promotion Plan for non-teaching personnel.

Article 90. Part-time, Contractual Faculty and Academic support staff

Section 1. When the exigency of the service so requires, the University shall recruit part-time and contractual faculty and academic support staff in accordance with the existing laws, rules and regulations, subject to the availability of funds for the purpose.

Section 2. Appointment of personnel to any non-regular or contractual position in the University shall not carry with it any vested right to reappointment or renewal of contract of employment. Each contract of service to undertake a specific work shall be treated as a separate contractual employment.

Section 3. For purposes of determining the effectivity of contracts of services, the date of its execution or signing between the University President or his duly authorized representative and the contractual employee shall be the control. The contract shall automatically terminate at the end of the period stated therein, or the accomplishment of the purpose for which the contract has been entered into, without need of prior notice.

CHAPTER 16
TERMS AND CONDITIONS OF EMPLOYMENT

Article 91. Working Hours

Section 1. Subject to government rules and regulations prescribed by CSC and CHED, teaching and non-teaching personnel shall render work of not less than eight (8) hours a day, for five (5) working days (Monday to Friday) a week or four (4) days a week at ten (10) hours a day (Monday to Thursday).

Section 2. Any deviation from the provisions of the preceding section, such as the flexible working hours, shall be subject to the approval of the University President, in accordance with the applicable laws, rules, and regulations.

Section 3. Full time faculty members shall render a minimum of thirty (30) teaching hours a week, which shall include actual classroom instruction and 10 hours a week for other teaching-related activities.

Section 4. Part time faculty members shall carry a workload of not more than twelve (12) hours a week. They shall also make themselves available for consultation with students.

Section 5. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendition of overtime services, even during Saturdays, Sundays, and Legal Holidays, by any University official or employee. The compensation therefor shall be according to applicable laws and regulations.

Section 6. It shall be the duty of the head of department or unit to require all personnel under him to strictly observe the prescribed working hours.

Article 92. Service Report

Section 1. Except as may be provided in the immediately succeeding section, all members of the teaching and non-teaching personnel shall be required to submit their duly accomplished daily time records to the Human Resource Management and Development Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to withhold the salary and other compensation until compliance is made by the concerned employee.

Section 2. The President shall be exempted from accomplishing the daily time record.

Section 3. Every head of department or unit of the University shall require the proper accomplishment of the daily time records of all University officials and employees under him, to be kept in the prescribed form and place, and registered on the biometrics or any currently used time keeping machine.

Section 4. It is the personal duty of the non- teaching personnel to log in and out and in no case shall the said duty be delegated.

Section 5. Falsification or irregularities in the observance of working hours and the keeping and accomplishment of daily time records shall be valid grounds for appropriate disciplinary action.

Article 93. Faculty Workload

Section 1. The normal teaching load of each regular faculty in the tertiary level of USM shall be based on the number of preparations per week per semester, i.e. 21 units for one (1) preparation, 18 units for two (2) to three (3) preparations, and 15 units for four (4) to five (5) or more preparations. In team teaching, the workload credits shall be divided proportionately among the concerned parties.

Section 2. The basic function of the faculty in the academe is instruction. Nevertheless, all teaching personnel of USM may be required to perform additional functions such as: (1) administrative duties; (2) research work; (3) extension services; and (4) resource generation activities.

Section 3. Corollary functions of the teaching personnel may include the following: (1) lesson preparation; (2) preparation of the table of specification and correction of papers; (3) student consultation; (4) attendance in committee meetings; and (5) preparation of course syllabi, teaching guides, and other related instructional materials.

Section 4. The compensation of visiting/affiliate professors and professionals shall be based on the number of hours worked, in accordance with the applicable policies and guidelines of USM.

Section 5. Exchange professors/lecturers shall be governed by Memorandum of Agreement (MOA) or contractual appointments, in accordance with law. Their compensation shall be based on the number of hours worked, in accordance with existing policies and guidelines of USM.

Section 6. The contact hour (CH) per week of actual teaching (AT) in the Full-Time Equivalent (FTE) of the faculty shall be based on the following weighted values:

- | | |
|---|-------------------|
| a. For graduate/undergraduate lecture subject | 1hour AT= 1.00 CH |
| b. For graduate/undergraduate lecture lab/shop course | 1hour AT= .75 CH |

For lecture/social laboratory classes, a load-credit unit of 0.02 shall be given for every student in excess of 45 students per section.

Section 7. A faculty member designated to undertake officially approved research, extension, or resource generation activities without honorarium, shall be entitled to the following workload-credits or quasi-teaching assignments (QTA) equivalent:

- a. One (1) program 9 units
- b. One (1) project 6 units
- c. One (1) study 3 units

Provided, that where one faculty member is designated to undertake more than one research, extension, or resource generation activities at the same time in one given period, the workload-credits to be granted shall not exceed an overall total of nine (9) units.

Section 11. Faculty members assigned to supervise practice teaching/practicum/on-the-job training shall be given a load-credit of three (3) units per 30 students, but not to exceed 12 units; Provided, that the load-credits shall be pro-rated, if the number of students involved is less than 30; Provided further, that such assignment is not part of the course/subject requirements.

Section 12. The equivalent workload-credits for duly designated administrative duties or their equivalent shall be as follows:

- a. Vice Presidents 15 units
- b. College Deans, 12 units
- c. Department Chairpersons,
 Medical Technologist/ Nutritionist
 Dietitian/
 Guidance Counselor Coordinator
 (per 500 students; prorated, if less) 6 units

Section 13. In case of excess load, it will be credited as service credit base on existing rules and regulations pertaining hereto.

Article 94. Basic Salaries

Section 1. All faculty members shall receive salaries in accordance with the salary schedule provided for faculty positions in accordance with existing compensation circular issued by the Department of Budget and Management.

Section 2. All non-teaching personnel shall receive salaries in accordance with the system of compensation standardization and position classification established by the Department of Budget and Management.

Section 3. Non-regular and contract of service employees shall be entitled to compensation stipulated in their contracts of service, as prescribed by applicable laws, rules, and regulations.

Article 95. Additional Compensation

Section 1. All regular employees shall be entitled to other compensations/allowances such as 13th month pay, year-end bonus, and other forms of incentives granted by existing laws and regulations.

Section 2. Authorized officials of USM shall be entitled to fixed representation and transportation allowances (RATA) and other incentives pursuant to existing laws and regulations.

Section 3. Members of the faculty or academic support staff, designated by the University President to perform duties and functions, in addition to those pertaining to their positions, may be entitled to receive appropriate incentive pays or other forms of additional compensation, as may be allowed under existing laws and regulations.

Section 4. The honorarium for faculty members on teacher's leave but who teaches during summer shall be given at rates authorized by existing laws and regulations. However, faculty members on vacation or sick leave status shall be required to teach one (1) three unit course during summer; beyond this, he/she shall be paid an honorarium.

Section 5. Non-teaching personnel who shall render overtime services based on approved request by the Chief of Office from the Office of the President, may be compensated according to applicable laws and regulations.

CHAPTER 17 CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

Article 96. Advancement in Rank or Positions

Section 1. Advancement in ranks or positions of teaching and non-teaching employees of USM shall be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary.

Section 2. The policies and procedures established in the Merit System and Promotion Plan for the teaching and non-teaching personnel of USM shall be strictly observed in the movement or advancement in rank or position.

Section 3. The Merit System and Promotion Plan of the University shall be subject to the provisions of existing Civil Service law and regulations.

Section 4. Upgrading and reclassification of appointive positions of USM shall be subject to pertinent government rules and regulations.

Article 97. Appointment of University and College Professors

Section 1. Every six (6) years, the University President shall appoint one (1) University Professor from among the qualified full-fledged professors of USM pursuant to NBC 461 and subject to PASUC accreditation and confirmation by the Board of Regents.

Section 2. To qualify for the position of University Professor, a faculty with a full-fledged professorial rank must have reached the required number of credit points for the position pursuant to pertinent government issuances and regulations.

Article 98. Other Personnel Actions

Section 1. Personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation and other actions shall be governed by Civil Service laws, rules and regulations and other pertinent policies prescribed by the University.

CHAPTER 18 PERFORMANCE APPRAISAL AND AWARDS AND INCENTIVES PROGRAM

Article 99. Performance Appraisal System

Section 1. The performance of all University officials and employees shall be evaluated in accordance with the Civil Service Commission's performance appraisal system which shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness.

Section 2. The performance appraisal system may provide for at least five adjectival ratings, such as: outstanding, very satisfactory, satisfactory, unsatisfactory, and poor.

Section 3. No employee shall be considered for promotion without a record of two performance ratings of at least very satisfactory immediately preceding the assessment of candidates for movement to higher ranks or positions. Performance ratings of University officials and employees shall also be the main basis in the grant of the productivity incentive bonus (PIB).

Article 100. Program on Awards and Incentives for Service Excellence (PrAISE)

Section 1. There shall be established and strengthened Program on Awards and Incentives for Service Excellence (PrAISE) at USM which shall encourage creativity, innovativeness, efficiency and integrity in the public service by recognizing and rewarding teaching and non-teaching personnel, individually or in groups, for their suggestions, inventions, researches, publications, superior accomplishments, and other operational improvements, or for other extraordinary acts and services in the interest of the public, subject to existing Civil Service laws, rules and regulations and USM approved policies and guidelines.

Section 2. All permanent members of the teaching and non-teaching personnel who meet the criteria for each specific award shall be entitled to receive the said award, including those whose responsibilities comprise the making of suggestions, formulation of plans and policies or making recommendations to achieve greater efficiency and economy in the University.

Section 3. The University shall create a PrAISE Committee that shall formulate rules and procedures to attain the objectives of the program in accordance with established guidelines.

Section 4. Guided by established policies, awards shall be in cash for each idea or accomplishment in addition to those already adopted by the government.

CHAPTER 19 TRAINING AND DEVELOPMENT

Article 101. General Provisions

Section 1. USM shall develop and implement a manpower development program for its teaching and non-teaching personnel.

Section 2. Participants in training and development programs shall be selected based on actual needs of USM for specialization and enhancement.

Section 3. The University President shall create a Committee on Personnel Career Development, with the Vice President for Academic Affairs as Chairman and the Director for HRMDO as Secretary, which shall formulate the manpower development program of USM and ensure its implementation subject to the endorsement by the University President to the Board of Regents for confirmation.

Article 102. Scholarships, Fellowships and Training Grants

Section 1. USM shall establish local and international linkages and encourage its teaching and non-teaching personnel to pursue local and foreign-assisted scholarships, fellowships, training grants, attend seminars, conferences, workshops, and other related human resource development programs.

Section 2. The heads of units, together with their personnel shall determine scholarships, fellowship, and training needs of their respective teaching or non-teaching personnel in accordance with the concerned unit's established development plans and the needs of the community they served and shall submit the same to the University President through the Committee on Personnel Career Development.

Section 3. The Committee on Personnel Career Development shall disseminate to all concerned teaching and non-teaching personnel through their respective unit heads, the available study grants and scheduled conferences and seminars/workshops.

Section 4. Every participant to or recipient of, a training/scholarship or fellowship grant shall execute a training/scholarship contract with the University and shall submit a report on the grant he/she has completed. He/she shall furnish the HRMDO a copy of the certificate or proof of completion he/she received for entry in his/her personal file. He/she shall also be obliged to echo his/her training to his/her colleagues.

Article 103. Professorial Chair

Section 1. Faculty members with the rank of Professor 1 or higher may earn professorial chair after passing a professorial lecture, subject to the policies and guidelines of USM.

Article 104. Sabbatical Leave

Section 1. Subject to the approval of the Board of Regents, a sabbatical leave may be granted to any regular member of the faculty who plans to write a book, conduct study or research work, pursue a new idea or invention or perform any other activity with national or international importance, provided the following qualifications are met:

- a. Continuous service in USM as regular a faculty member for not less than seven (7) consecutive years immediately preceding the application for sabbatical leave;
- b. A holder of a rank not lower than Associate Professor I;
- c. Must possess the capacity to fulfill the purpose of the assignment expressed in the application;
- d. Must submit a Plan of Work to the USM Scholarship Committee and must pass the same to the Committee; and
- e. Must not be more than 60 years old.

Section 2. A sabbatical leave shall be for a period of one (1) year. Failure to come up with an output shall be a ground for the grantee to repay USM of the salaries and other emoluments received during the period of sabbatical leave.

Chapter 20

PERSONNEL RELATIONS AND WELFARE SERVICES

Article 105. Health, Safety and Social Services

Section 1. In order to sustain a high level productivity and morale among the teaching and non-teaching personnel, USM shall:

- a. take proper steps towards the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the University personnel by making provisions for health, safety, counseling, recreation, cooperatives, food, and other services;
- b. keep and maintain the workplace free from hazards that cause or may cause physical harm to employees or damage to property; and
- c. provide security measures for the safety and protection of persons and properties inside the campus.

Article 106. Personnel Relations

Section 1. To promote harmony and better management-employee relationship and cooperation, USM shall:

- a. provide a system of informing the teaching and non-teaching personnel of their rights and privileges, as well as, the rules governing their duties and obligations;
- b. facilitate the dissemination of information, and the discussion of ideas among the officers and employees through the administrative hierarchy by means of assemblies, congresses, dialogues, and other allied forms of discussion as well as their participation, to the greatest degree practicable, in the development of policies and other matters affecting them and their work;
- c. conduct other activities, such as, athletics, social, recreational or fields trips, that promote the well-being of the teaching and non-teaching personnel and the best interest of public service; and
- d. support teaching and non-teaching personnel to form, join, or assist employee organizations or work with councils of their choice for purposes not contrary to law.

CHAPTER 21
OTHER EMPLOYEE BENEFITS AND PRIVILEGES

Article 107. Official Leave of Absence

Section 1. In general, officers and employees of the government whether permanent or temporary who render work during the prescribed office hours shall, after six (6) months of continuous, faithful and satisfactory service, be entitled to fifteen (15) days vacation and fifteen (15) days sick leave with full pay, exclusive of Saturdays, Sundays and public holidays, without limitation to the number of days of their accumulated vacation and sick leave.

Section 2. Casual employees shall be entitled to vacation and sick leave after having rendered at least six (6) months aggregate service, provided such six (6) month period does not involve a single break of more than one (1) week or several breaks of one (1) to three (3) days, the total of which should not exceed fifteen (15) days.

Section 3. Heads of units shall prepare a staggered schedule of the mandatory annual five (5) day vacation leave of officials and employees, provided that he may, in the exigency of the service, cancel any previously scheduled leave; provided further that no leave shall be granted in excess of ten percent (10%) of the total number of employees at a given month; and provided finally, that the mandatory annual five-day vacation leave shall be forfeited if not taken during the year.

Section 4. Subject to the provisions of the Civil Service law and other applicable laws, rules and regulations, leave benefits for permanent, temporary, and casual employees, shall include, but not be limited, to the following:

- a. Vacation leave;
- b. Sick leave;
- c. Teacher's leave;
- d. Maternity leave;
- e. Paternity leave;
- f. Special Leave Privileges such as funeral/mourning leave, graduation leave, enrollment leave, wedding/anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave, and such other special leave benefits as may be allowed by law.

Article 108. Leave Without Pay

Section 1. Leaves without pay for a period not exceeding one (1) year may be granted to a regular employee in addition to the vacation and/or sick leave earned. Leaves without pay for a period exceeding one (1) month shall require the clearance of the proper head of the department.

Section 2. Leaves without pay should not be granted whenever an employee has remaining leave credits except in case of secondment.

Section 3. Where officers and employees have pending formal administrative charges against them, no vacation leave with pay shall be granted the respondent during the pendency of the case.

Section 4. Any official or employee who has continually failed to report for work without an approved leave for a period thirty (30) calendar days, shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls without prior notice. He shall, however, be informed, at his address appearing in his 201 files of his separation from the service, not later than five (5) days from its effectivity.

Article 109. Social Security and Insurance Benefits

Section 1. USM shall participate and enforce a compulsory membership of all its employees in the Government Service Insurance System to provide them social security, insurance and other benefits, subject to such limitations as may be provided by law.

Section 2. Compulsory coverage may also be extended to regular casual employees, either simultaneously, in phases or by groups, subject to availability of funds for the purpose.

Section 3. Subject to the applicable laws and regulations, USM shall also effect the membership of its employees in all other government-sanctioned programs for health care, employee's compensation, home development mutual fund, and other related benefits for their welfare and well-being.

Section 4. USM shall include in its annual budget appropriate funds for its share of the contributions needed for the implementation of the provisions of this Article.

Article 110. Study Privileges of Employee's Children

Section 1. Natural or legally adopted children of teaching and non-teaching personnel, whether permanent or temporary, including those who died in line of duty or in the service of USM, shall be entitled to free tuition and other privileges as may be deemed proper, upon enrollment, subject to the admission requirements and other applicable policies and guidelines adopted by the University.

Article 111. Housing and Land Use Privileges

Section 1. The University shall, as far as practicable, provide and maintain adequate and convenient housing facilities for its academic a non-teaching personnel at very low and affordable

rental charges, exclusive of light and water rental charges. The administration shall implement this provision by tapping both public and private sources of funding.

Section 2. In the absence of an available unit of government cottage or housing facility, a bona fide employee of the University may, upon permission of the University President or a duly authorized representative, build a temporary residential house at the area designated within the campus. Said temporary residence shall be built using only light materials and at the employee's own expense. Construction shall be made at a designated area in the campus duly reserved for the purpose. Such structure, however, can be removed or demolished anytime upon prior notice by the school administration to pave way for the implementation of a development project intended to be established in the said area.

Section 3. The University shall formulate and implement policies, rules and regulations on housing and land use privileges for its personnel. In granting the privilege, priority shall be afforded to permanent employees of the University.

Section 4. University Housing Committee. There shall be a University Housing Committee tasked with the duty to enforce policies, rules and regulations promulgated by USM for the administration of all housing facilities of the University. The Committee shall be headed by a Chairman, who shall also act the Housing Administrator.

Article 112. Legal Service

Section 1. Subject to applicable laws and regulations, the University shall provide free legal and other related services to its official or employees who is charged in an administrative, civil and/criminal proceedings by parties other than the University or government law enforcement and regulatory authorities for acts or omissions committed which are directly related to the lawful discharge of his/her official duties and functions and/or in defense of University policies and regulations.

Article 113. Retirement Privileges

Section 1. In addition to the benefits granted under existing laws, retired members of the teaching and non-teaching personnel shall be afforded the privilege to participate in major university programs and activities.

Section 2. Professor Emeritus. Subject to the provisions of applicable laws and regulations and the approval of the Board of Regents, a retired faculty member with the rank of full professor may be appointed Professor Emeritus, provided that the following requirements are met:

- a. Must have rendered at least twenty (20) consecutive years of active and faithful service to USM;
- b. Must have achieved marked distinction as a productive scholar, scientist, artist, or educator or is widely acknowledged as an effective and dedicated teacher; and

- c. Must be a holder of doctorate degree. Provided, however, that preference shall be given to those who have served USM as, dean or director.

Section 3. Special Committee A special committee shall be constituted by the University President from among the senior faculty members of the discipline where the retired professor belongs. The special committee shall be responsible for evaluating the credentials of the nominee for emeritus appointment. The special committee shall submit its recommendation to the University President for endorsement to, and approval by, the Board of Regents.

Section 4. Composition. The special committee shall be composed of the Vice President for Academic Affairs as Chairperson, the Dean where the nominee belongs, as Vice Chairperson, and three (3) senior faculty members of the discipline as members.

CHAPTER 22 ACCOUNTABILITY OF UNIVERSITY PERSONNEL

Article 114. Code of Conduct and Ethical Standards

Section 1 All University officials and employees must uphold the time-honored principle that public office is a public trust and must at all times be accountable to the people.

Section 2. University officials and employees shall observe the implementing rules and regulations of R.A. No. 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees.

Section 3. Interpretation. The implementing rules and regulations shall be interpreted in the light of the Declaration of Policy in Section 2 of R.A. No. 6713 as follows:

“It is the policy of the State to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest.”

Article 115. Civic Service and University Rules and Regulations

Section 1. All University officials and employees shall strictly observe and adhere to the Civil Service rules and regulations which aims to promote the morale, efficiency, integrity, responsiveness, and courtesy in the civil service.

Section 2. All University officials and employees shall abide by the policies, rules, and regulations adopted by the Board of Regents.

CHAPTER 23 GRIEVANCES

Article 116. General Provisions

Section 1. Employees of USM shall have the right to present their grievances to the management and have them settled as expeditiously as possible in the best interest of USM, employee/s concerned, union/association, agency/organization, and the government as a whole.

Section 2. Grievances may include, but not be limited to, the following: working conditions, work assignment, tools and equipment, work processes, job placement, tenure, salary rates, reassignment, exercise of discretion, interpretations of rules, regulations, policies and guidelines of USM.

Section 3. Employees' grievances shall be resolved at the lowest possible level and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.

Section 4. USM shall promulgate an Employees' Grievance Procedure that shall govern the expeditious, fair, and equitable adjudication of grievances in accordance with the policies enunciated by the Civil Service Commission.

Section 5. University Employees' Grievance Committee. A University Employees' Grievance Committee is hereby created and shall be charged with the implementation of the provisions of this article.

Section 6. Modes of Settling Employee-Management Disputes:

- a. Conciliation – a process whereby a conciliator designated by University President, or an authorized representative, calls together the parties involved in a dispute, encourages them to discuss their differences, and assists them in developing their own proposed solutions to their disputes. (Revised Procedures for Conciliation of Cooperative Disputes in the Cooperative Development Authority)
- b. Mediation – a voluntary process in which a mediator, selected by the disputing parties, facilitates communication and negotiation, and assist the parties in reaching a voluntary agreement regarding a dispute. (Section3(q) of R.A. No. 9285)
- c. Arbitration – means a voluntary dispute resolution process in which one or more arbitrators, appointed in accordance with the agreement of the parties, or rules promulgated pursuant to this Act, resolve a dispute by rendering an award. (Section3(d) of R.A. No. 9285)

- d. Voluntary Arbitration – a method of settling dispute/s by submitting the dispute before an arbitrator or panel of arbitrators chosen by both parties. The voluntary arbitrators shall render a decision after proper hearing of the issues. The decision of the arbitrator shall be final and binding on the contending parties.
- e. Compulsory Arbitration – a method of settling dispute which has become hardened and irreconcilable and remains unresolved after exhausting all available remedies and exploring all avenues for a peaceful settlement of the dispute under existing laws and procedures. The dispute is thus submitted to the body established by law [(Public Sector Labor Management Council (PSLMC))] which shall render a decision after proper hearing of the issues. The decision of the Council shall be final and binding on the contending parties.

CHAPTER 24 RIGHT TO SELF-ORGANIZATION

Article 117. General Provisions

Section 1. All USM employees, regardless of employment status, may form, join, or assist employees' organization of their own choosing for purposes not contrary to law, for the furtherance of their rights and protection of their interests. They may also form, in conjunction with appropriate authorities, labor-management committees, work councils, and other forms of workers' participation schemes to achieve the same objectives.

Section 2. Disqualification. High-level employees including the Vice Presidents, Deans, and Directors whose functions are normally considered as policy-making or managerial, or whose duties are highly confidential in nature, shall not be eligible to join the organization of rank-and-file employees. They may, however, form, and join an association of their own.

Article 118. Protection of the Right to Organize

Section 1. USM officials and employees shall not be discriminated against with respect to their employment by reason of their membership in an employees' organization or participation in the normal activities of their organizations. Neither shall their employment be subject to the condition that they shall not join employees' organization, or shall relinquish their membership therein.

Section 2. USM shall not interfere in the establishment, functioning, or administration of any employees' organization through acts designed to place such organizations under the control of any USM official.

Section 3. USM encourages employees' organizations to have constant dialogue with it, subject to the pertinent provisions of the Constitution and applicable laws, rules, and regulations on the right of government employees to form associations. As far as practicable, employees' organizations shall use peaceful means in settling labor-management disputes and not to resort to mass actions which will result in disruption of functions and stoppage of work at USM.

Section 4. In furtherance of the rights and interest of USM employees, the duly recognized and accredited sole representative of the rank-and-file employees' organization may enter into a Collective Negotiation Agreement (CNA) with USM, subject to the provisions of existing laws and regulations.

CHAPTER 25 SEPARATION

Article 119. Resignation and Reassignment

Section 1. No resignation or request for reassignment shall be considered unless proper notice to that effect has been given by the concerned employees to the University President, through appropriate channels, at least thirty (30) days prior to its intended date of effectivity. For faculty members, no resignation shall be accepted until after the end of the current semester.

Section 2. The provision of the immediately preceding section shall not apply to a resignation or reassignment due to serious illness or clear and present danger to the life of the concerned employee, or when upon proper evaluation of the circumstances by the University President, it is in the interest of USM and the concerned employee that the resignation or reassignment shall take effect immediately.

Section 3. A resignation or request for reassignment shall take effect only after its approval by the University President and clearance of the employee concerned from money and property accountabilities with USM.

Article 120. Other modes of separation

Section 1. Other modes of separation from USM, such as: retirement, expiration of term, death, and disability, shall be governed by applicable laws and pertinent rules and regulations.

CHAPTER 26 DISCIPLINE

Article 121. General Provision

Section 1. No official or employee of USM shall be removed or suspended except for cause as provided by law and after observance of due process.

Section 2. Committee on Personnel Discipline. There shall be a Committee on Personnel Discipline to be constituted by the University President.

Section 3. Duties. The Committee shall conduct the investigation of administrative disciplinary cases against University officials and employees and shall submit to the University President its recommendations thereon.

Section 4. Composition. The Committee on Personnel Discipline shall be composed of the following;

- a. Chairperson.-- Vice President who has control and supervision over the person complained of;
- b. Vice Chairperson.-- Dean of the college or director of the unit to which the person complained of belongs;
- c. Members:
 1. Director of the University Human Resource Management Office who shall also serve as the Secretary;
 2. The Vice President of the recognized faculty association, if the person complained of is a faculty member. The Vice President of the recognized rank-and file association, in case the person complained of is a non-teaching personnel.
 3. Vice President of the University Student Government.

In case any member of the Committee is the person complained of, the University President shall designate another USM official or employee to sit in the committee pro hac vice.

In case of motu proprio complaints, the University President shall seek the assistance of the Office of the Solicitor General (OSG) or in lieu thereof, a lawyer duly deputized by the OSG to assist in the presentation of evidence against the respondent.

Section 4. Impartiality. The members of the Committee on Personnel Discipline shall possess the cold neutrality of an impartial judge.

Section 5. Prohibition. No member of the Committee shall perform his/her function when the complainant is related to him/her within the fourth civil degree of consanguinity or affinity.

Section 6. The Committee shall be guided by the rules of administrative investigations in accordance with the existing Civil Service Rules of Procedure.

Article 122. Disciplinary Jurisdiction

Section 1. As provided under existing laws and regulations, the Board of Regents is the disciplining authority for USM officials and employees. Nevertheless, the University President shall have the authority to investigate and impose disciplinary sanctions on erring USM officials and employees.

The decision promulgated by the University President shall be final and executory in case the penalty imposed is suspension of not more than thirty (30) days or fine in an amount not exceeding thirty (30) days' salary. In case the decision is dismissal, it shall be subject to confirmation by the Board of Regents.

A motion for reconsideration of the decision dismissing the official or employee shall first be filed with the Board of Regents through the University President. If the motion is denied, respondent can appeal the denial to the Civil Service Commission but pending such appeal, the decision shall be executory.

Section 2. In case the penalty is suspension, respondent shall be considered as having been under preventive suspension during the pendency of the appeal. In the event of exoneration, respondent shall be entitled to reinstatement without loss of seniority rights and payment of back salaries for the period of suspension pending appeal.

Article 123. Grounds for Disciplinary Action

Section 1. An administrative offense is an act or omission constituting a ground for disciplinary action as provided under existing Civil Service laws, rules and regulations, and issuances of USM.

Section 2. Administrative offenses with its corresponding penalties are classified into grave, less grave, and light, depending on the gravity of its nature and effect of said acts on the government service.

Article 124. Commencement of Administrative Disciplinary Action.

Section 1. An administrative disciplinary action can be done by any member of the Board of Regents, or the filing of a duly notarized complaint by any person against any official or employee of USM to the University President. If the complaint by the person who is not the disciplining authority is not in writing and under oath, the same shall not be given due course.

Section 2. If there is obvious truth or merit to the allegations in an anonymous complaint, meaning it is supported by documentary or testimonial evidence, any member of the Board of Regents may adopt the same as a *motu proprio* complaint. If the person complained of is the University

President himself, the entire Board of Regents, excluding the University President and the Chairman of the Board of Regents, must unanimously adopt the anonymous complaint as their *motu proprio* complaint. In such case, the Board of Regents shall constitute the committees to conduct the fact finding or preliminary investigation, as well as the formal investigation.

Article 125. Form and Content of Complaint

Section 1. The complaint shall be written in clear, simple, and concise language and in a systematic manner to apprise the USM officials or employees concerned as to the nature of the charge/s against said officials or employees, and to enable them to prepare their defense.

Section 2. The complaint shall contain:

- a. the full name and address of the complainant;
- b. the full name, address, position, and office of the person complained of;
- c. a brief statement of relevant and material facts, accompanied by certified true copies of the documentary evidence, if any, and sworn statements covering the testimony of the complainant's witnesses; and
- d. certification or statement of non-forum shopping.

In the absence of any one of the aforementioned requirements, the complaint shall be dismissed.

Article 126. Where to file the complaint.

The complaint shall be filed with the University President. After a determination of compliance with the prescribed form, the University President shall indorse the same to the **Committee on Personnel Discipline** for preliminary investigation. Otherwise, the same shall be dismissed outright pursuant to Section 2 of Article 125.

Article 127. Effect of Withdrawal of the Complaint.

Section 1. The withdrawal of the Complaint shall not necessarily discharge the person complained of from any administrative liability. Where there is obvious truth or merit to the allegations of the complaint, the same should be given due course.

Article 128. Action on the Complaint.

Upon receipt of the complaint which is sufficient in form, the Committee shall require the person complained of to submit a Counter-Affidavit/Comment under oath within three (3) days from receipt.

Article 129. Preliminary Investigation.

Section 1. Preliminary Investigation.—A Preliminary Investigation involves the ex parte examination of records and documents submitted by the complainant and the person complained of, as well as documents readily available from other government offices. During said investigation, the parties are given the opportunity to submit affidavits and counter-affidavits.

Failure of the person complained of to submit his counter affidavit shall be considered as a waiver thereof.

Thereafter, if necessary, the parties may be summoned to a conference where the investigator may propound clarificatory and other relevant questions.

Upon receipt of the counter-affidavit or comment under oath, the disciplining authority may now determine whether a prima facie case exist to warrant the issuance of a formal charge.

A fact-finding investigation may be conducted further or prior to the preliminary investigation for the purpose of ascertaining the truth. A preliminary investigation necessarily includes a fact-finding investigation.

The purpose of a fact finding or preliminary investigation is to determine whether there is a prima facie basis to file a formal charge against the person complained of. Otherwise stated, there must be probable cause that the person complained of committed the offense charged against him.

Article 130. Duration of Investigation.

Section 1. A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the disciplining authority and shall be terminated within thirty (30) days thereafter.

Article 131. Committee Report

Section 1. Within five (5) days from the termination of the preliminary investigation, the investigating officer shall submit the Investigation Report and the complete records of the case to the disciplining authority.

Section 2. The ex parte fact finding or preliminary investigation shall be held not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer. The said investigation shall be finished within thirty (30) days from the filing of charges, unless extended for meritorious cases.

Article 132. Preventive Suspension

Section 1. The University President may preventively suspend any University official or employee pending an investigation, in accordance with the applicable laws, rules and regulations.

Section 2. Preventive suspension is nor a punishment or penalty for misconduct in office, but it is considered to be a preventive measure.

Section 3. The period within which a public officer or employee charged is placed under preventive suspension shall not be considered part of the actual penalty of suspension imposed upon the employee.

Article 133. Penalties

Section 1. In meeting out punishment, light penalties shall be imposed for light offenses and only one penalty shall be imposed in each case."Each case" means one administrative case which may involve one or more charges or counts.

Section 2. Subject to the confirmation of the Board of Regents and the provisions of applicable Civil Service rules and regulations, the University President may impose the principal penalty of removal/dismissal from the service, forced resignation with or without prejudice to benefits, demotion in rank, suspension for not more than one (1) year without pay, fine of an amount not exceeding six (6) months' salary, transfer or reprimand.

Section 3. The penalty of dismissal may carry with it cancellation of eligibility, forfeiture of leave credits and retirement benefits, and the disqualification for re-employment in the government service. Further, it may be imposed without prejudice to criminal or civil liability.

Section 4. The penalty of forced resignation shall carry with it disqualification for employment in the government service for at least one year. However, it may or may not contain conditions relative to the forfeiture of leave credits and retirement benefits, and the disqualification regarding re-employment in a specific class of position.

Section 5. The penalty for transfer shall carry with it disqualification for promotion for a period of six (6) months from the date of the respondent's report to the new position or station.

Section 6. The penalty of suspension shall carry with it disqualification for promotion corresponding to the period of suspension.

Section 7. The penalty of reassignment shall carry with it disqualification for promotion at the rate of two (2) months for every step or one month for every range of salary by which he/she was demoted to be computed from the date the respondent reports to the new position or station.

Section 8. The penalty of fine shall carry with it disqualification for promotion for a period twice the number of days fined.

Section 9. A reprimand shall be considered a penalty. However, a warning or an admonition shall not be considered a penalty.

Section 10. In the determination of penalties to be imposed, mitigating and aggravating circumstances may be considered. Nevertheless, in the appreciation thereof, the same must be invoked or pleaded by the proper party, otherwise, the said circumstances shall not be considered in the determination of the proper penalty to be imposed against the concerned respondent.

Section 12. The imposition of the penalty shall be made in accordance with the manner herein below detailed, provided the penalty attached to the offense is divisible into minimum, medium, and maximum, to wit:

- a. the minimum of the penalty shall be imposed where only mitigating and no aggravating circumstances are present;
- b. the medium of the penalty shall be imposed where no mitigating and no aggravating circumstances are present or when both are present and they equally offset each other;
- c. the maximum of the penalty shall be imposed where only aggravating and no mitigating circumstances are present; and
- d. where both aggravating and mitigating circumstances are present, the minimum of the penalty shall be applied where there are more mitigating circumstances present and the maximum where there are more aggravating circumstances.

Section 13. The penalty of reassignment, demotion, or fine may be imposed instead of suspension from one (1) month and one (1) day to one (1) year, except in case of fine which shall not exceed six months.

Section 14. The penalty of fine maybe imposed instead of suspension from one (1) day to one (1) month.

**CHAPTER 32
PROTESTS AND COMPLAINTS INVOLVING OTHER
PERSONNEL ACTIONS**

Article 134. Protest

Section 1. A question involving an appointment or promotion may be the subject of a protest. A protest shall not render an appointment ineffective, but the same shall be subject to the outcome of the protest.

Section 2. The above provision shall be governed by the pertinent laws, rules, and regulations.

Article 135. Complaints Involving Other Personnel Actions

Sec 1. Other personnel actions, such as separation, dropping from the rolls, disapproval of appointments, claims for back salaries and other benefits, may be brought to the Civil Service Commission by means of a formal complaint for the purpose, subject to pertinent rules and regulations.

**TITLE SIX
ADMINISTRATION OF UNIVERSITY FINANCES**

**CHAPTER 33
THE UNIVERSITY BUDGET**

Article 136. General Provisions

Section 1. The annual budget of USM shall be prepared within the context of existing budgetary laws, policies, and regulations of the government. It shall conform to the plans of USM and shall ensure effective, efficient, and economical methods of achieving its objectives.

Section 2. Any income generated by USM from tuition and other fees and charges, as well as those derived from the operation of auxiliary services, including land, cottage, and students' dormitory rentals, shall be retained by USM and shall constitute a special to existing accounting and auditing laws and regulations. Such funds shall be deposited in any authorized government depository bank, and all interests accruing therefrom shall form part of the same fund.

Section 3. Pending approval of the annual budget for the current fiscal year, USM shall operate on the basis of the budget for the preceding year.

Article 137. Preparation of budget proposal

Section 1. Committee on Budget Preparation. There shall be Committee on Budget Preparation, to be constituted by the University President, with the Vice President for Administration as Chairman, and the heads or representatives of the various units of USM as members.

The Committee shall convene, not later than the end of the first quarter of every year, to consolidate and submit to the University President the annual budget proposal of USM for the incoming year for approval of the Board of Regents.

Section 2. Prior to the convening of the Committee, the Chairpersons of the various academic departments and section heads of administrative offices of USM shall submit to the Committee, through their respective representatives, the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines. Said requirements shall be justified on the basis of the actual needs of each office and the development programs of USM.

CHAPTER 34 EXPENDITURES

Article 138. General Provisions

Section 1. The expenditures include all charges against the funds of USM for the current operating expenditures, capital outlays, and provisions for retirement and long term obligations. The charges are both the amounts actually paid and those incurred and recorded as liabilities to be paid in the future.

Section 2. No obligation shall be certified to accounts payable unless the obligation is funded on a valid claim, properly supported by sufficient evidence, and unless there is proper authority for its incurrence.

Article 139. Prohibition of Irregular, Unnecessary, Excessive, Extravagant, or Unconscionable (IUEEU) Expenditures

Section 1. No irregular, unnecessary, excessive or extravagant or unconscionable expenditures of the University officials and employees shall be allowed.

**CHAPTER 35
DISBURSEMENTS**

Article 140. General Provision

Section 1. Disbursements constitute all cash paid out during a given period, whether in cash or in check.

Section 2. All classes of disbursements shall comply with the following requirements:

- a. certificate of availability of funds;
- b. approval of claim or expenditures by the University President or a duly authorized representative;
- c. documents to establish validity of claim;
- d. conformity of the expenditure to existing laws and regulations; and
- e. proper accounting treatment.

Section 3. Disbursement of USM funds shall be governed by following rules:

- a. Revenue funds shall not be paid out of any depository except in pursuance of an appropriation law or other specific statutory authority.
- b. Trust funds shall not be paid out of any depository except in fulfillment of the purpose for which the trust was created, and upon authorization of the University President or a duly authorized representative, subject to pertinent laws, rules and regulations.
- c. Revenue and trust funds shall not be withdrawn from any depository except upon instruments of withdrawal approved by the University Presidents or his duly authorized representatives.
- d. Temporary investment of investible funds authorized by competent authorities of USM shall be construed as disbursement of funds.

**CHAPTER 36
CASH ADVANCE**

Article 141. General Provision

Section 1. Ideally, cash shall be handled under the general principles of the imprest system, to wit:

- a. Daily receipts on collections must be deposited intact with the proper bank.
- b. All payments must be made by check except in instance when it may be very difficult, impractical or impossible to make payments by check. In such case, payments may be made by the disbursing officer in the form of cash through his/her cash advance.

Article 142. Types of Cash Advances

Section 1. Cash advances may either be regular or special.

Section 2. Regular cash advances are those granted to cashiers and disbursing officers for any of the following purposes:

- a. salaries and wages;
- b. commutable allowances;
- c. honoraria and other similar payments to officials and employees; and
- d. petty operating expenses consisting of small payments.

Section 3. Special cash advances are those granted on the explicit authority of the University President only to duly designated disbursing officials or employees for other legally authorized purposes, such as:

- a. current operating expenditures of an activity of USM undertaken in the field; and
- b. foreign travel expenditures.

Article 143. Guidelines in the Grant and Utilization of Cash Advances

Section 1. Only permanent official and employees shall be granted cash advances.

Section 2. Only duly appointed or designated disbursing officers shall perform disbursing functions, except those given cash advances for foreign travel.

Section 3. Only one disbursing officer shall be assigned/designated for a specific legal purpose, except when designation of additional disbursing officers for the same purpose is fully justified by the University President.

Section 4. Transfer of cash advance from one accountable official to another shall not be allowed

Section 5. The cash advance shall be used only for the specific purpose for which it has been granted.

Section 6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him shall have been first settled or a proper accounting thereof shall have been made.

Section 7. No cash advance shall be granted on account of infrastructure or other undertakings on a project basis.

CHAPTER 37
PERSONNEL SERVICES

Article 144. Payment of Salaries, Wages and Allowances

Section 1. The basic requirements for payment of salaries and wages are:

- a. existence of a legally created position, regardless of appointment status;
- b. issuance of valid appointment;
- c. record of services rendered; and
- d. payment to the right person.

Section 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines through Automated Teller Machine (ATM) or through the Cashier's Office.

Section 3. Payment of salaries and wages under special circumstances, such as, those intended for employees on detail or temporary assignment, de facto officers as defined by law, employees called to military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and regulations.

Section 4. University officials and employees shall be granted allowances and honoraria as maybe allowed by law.

Section 5. Payment of salaries and wages shall be made twice a month, not beyond the 15th and the 30th of the month.

Article 145. Salary Retention or Deduction

Section 1. It shall be unlawful for a cashier or any other fiscal officer to withdraw or retain from the salary any amount, contribution, or payment of an obligation other than those due to the government and other agencies, as may be allowed by USM.

Section 2. The following are allowable deductions:

- a. withholding tax;
- b. GSIS premium and loans repayment, PhilHealth contributions, and PAG-IBIG contribution and loan repayments;
- c. settlement of government claims, against the employee;
- d. cash disallowance;
- e. allotment of a fixed monthly amount to members of the family or dependent of an employee upon written authorization of the same to the disbursing officer; and

- f. deposits and payments of loans owing to government lending institutions or duly recognized associations of USM officials and employees, upon written consent of the employee concerned.

CHAPTER 38 PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS

Article 146. General Provision

Section 1. All procurement and requisitions shall be made in accordance with the provisions of existing laws, rules and regulations, and other implementing guidelines adopted by USM in accordance with the rules and regulations promulgated by the Commission on Audit and other competent authorities.

Article 147. Public Bidding/Electronic Procurement

Section 1. As a general rule, no contract for public service or for furnishing supplies, materials and equipment shall be entered by USM without public bidding, in accordance with the existing accounting and auditing rules and regulations.

Section 2. The preceding section shall not be applied in cases of emergency purchases.

Section 3. USM may acquire supplies, materials, and equipment through electronic procurement subject to the provisions of existing laws and regulations.

Article 148. Emergency Purchase

Section 1. Emergency purchases maybe allowed in cases where the need for supplies, materials, furniture, equipment, or repair of an equipment is urgent or indispensable to prevent immediate danger, loss of life and/or property, or to avoid damage to the public service, subject to the existing accounting and auditing rules and regulations.

Article 149. Bids and Awards Committee

Section 1. The University President shall constitute a Bids and Awards Committee who shall decide winning bids and questions of awards on procurement and disposal of supplies and equipment, in accordance with existing laws and regulations.

Article 150. Payment of Contract

Section 1. USM shall in no case make advance payments for services not yet rendered or for supplies, materials, and equipment not yet delivered under any contract.

Section 2. No full or partial payment shall be made by USM on any contract entered into, unless all legal requirements are complied with.

CHAPTER 39 SALE AND DISPOSAL OF UNIVERSITY PROPERTY

Article 151. General Provision

Section 1. The sale and disposal of property of USM shall be in accordance with existing laws, rules and regulations.

Article 152. Disposal of Property

Section 1. Condemned properties of USM shall be disposed of either by shredding and pounding beyond recovery.

Section 2. Disposable property may also be transferred with or without cost to other government agencies upon after approval by the Resident Auditor.

Section 3. In exceptional cases and for meritorious reasons, disposable property of USM may be donated to charitable, scientific, and cultural organizations upon approval by the Resident Auditor.

Article 153. Sale of Property

Section 1. Properties, which are in good condition but are not and shall never be used by USM may be sold through public auction.

CHAPTER 40 INFRASTRUCTURE CONTRACT

Article 154. Mode of Contracting

Section 1. As a general rule, contracts on infrastructure projects shall be obtained through competitive public bidding, subject to existing laws and regulations appurtenant thereto. Infrastructure contracts may be negotiated under strict and limited conditions in a manner not contrary to laws, rules and regulations. However, it shall be the last recourse and the exception to the general rule of competitive public bidding for infrastructure contract.

Article 155. Creation of Pre-qualification, Bids and Awards Committee (PBAC)

Section 1. There shall be a Pre-qualification, Bids and Awards Committee (PBAC) of USM to be constituted by the University President in accordance with existing laws, rules, and regulations. The PBAC shall be responsible for the conduct of pre-qualification, bidding, evaluation of bids, and recommending award of contracts.

Section 2. The University President or his/her duly authorized representative shall approve awards and contracts upon the recommendation of the PBAC within the limits prescribed by law, rules, and regulations.

CHAPTER 41 TRAVELLING EXPENSES

Article 156. General Provisions

Section 1. The incurrence of expenses for official travels, local and foreign, shall be governed by existing laws, rules, and regulations.

CHAPTER 42 INVESTMENTS

Article 157. General Provisions

Section 1. Idle funds of the University may be invested in government securities, money market placements, or with government financial institutions through a duly authorized body subject to the approval of the Board of Regents.

Section 2. The investments shall be on short-term basis only. The proceeds of matured investments may, however, be rolled over as long as the funds are not yet needed, without prejudice to the requirements of the University for adequate instructional facilities.

Section 3. All investments shall be determined by the University President for a specific purpose subject to the limits set by law and by the Board of Regents. Interests earned on these investments shall be expended only for such purpose and upon authorization by the Board of Regents.

CHAPTER 43
UNIVERSITY PUBLICATIONS

Article 158. General Provisions

Section 1. The rates of subscription to University publications shall be recommended by the University President or other officials designated by him, and approved by the Board of Regents. Any income earned therefrom shall accrue exclusively to the maintenance and support of said publication, subject to accounting and auditing rules and regulations.

Section 2. All publication exchanges of the University shall be turned over to the library.

TITLE SEVEN
ADMINISTRATION OF PROPERTIES

CHAPTER 44
CUSTODIANSHIP OF PROPERTY

Article 159. Persons Primarily and Secondarily Accountable for Government Property

Section 1. The University President shall be primarily accountable for all government properties of the University. All other USMofficials and employees entrusted with the possession or custody of any University property shall be responsible to him with correlative liability to government.

Section 2. Each head of unit or office of the University shall be primarily accountable for all government property assigned or issued to his/her unit or office covered by a Memorandum Receipt. The faculty or staff entrusted with the possession or custody of government property under the accountability of head of unit or office shall be immediately responsible to such officer.

Article 160. Accountable Officer: Bond Requirement

Section 1. Custody or possession of government property shall be the basis of accountability.

Section 2. The following University officials are required to post bond: a) Vice Presidents; b) Deans and Directors c) Accountant; d); Cashier; e) Canvasser and Purchaser and other personnel mandated by law to post bond.

Article 161. Insurance of Property

Section 1. The University President through his duly authorized representative shall secure from the Government Service Insurance System all insurance and bonds covering properties, contracts, rights, and other insurance risks of the University, including all those in which the University has insurable interest.

Article 162. Use of Government Movable Property

Section 1. Movable properties issued by the Property Officer for official use of the University officials and employees shall be covered by Memorandum Receipt (MR).

Section 2. Extraordinary care shall be observed in the use of movable properties. If the movable property is used by several persons, the unit head concerned shall designate one of them to be responsible for its proper care and upkeep.

Section 3. No property shall be used or taken out of the office without prior written approval of the authorities concerned.

Section 4. All accountable officers or employees for government property shall be liable for any losses, damages or deterioration occasioned by negligence.

Section 5. When the movable properties issued to an employee are no longer needed by him/her the same shall be returned to the property clerk who shall cancel the corresponding original Memorandum Receipt issued to the said employee. Similarly, unused supplies previously issued from stock shall also be returned.

Section 6. No equipment shall be dismantled or repaired unless authorized by the President and certified by the accountant as to availability of funds for such activity, and provided further, the estimated cost for repair shall not exceed fifty percent of its present value.

Article 163. Use and Operations of University Motor Vehicles

Section 1. Motor vehicles owned and operated by the University shall be stationed in the motor pool under the direct supervision of the Director for Physical Plant Services, and as such shall initiate a policy proposal for the sound, safe and efficient use of the said motor vehicles.

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

CHAPTER 45 BUILDINGS AND GROUNDS

Article 164. Names of Buildings and Other Structures

Section 1. The University Administrative Council may propose names of buildings, grounds, streets, and other structures of the University as it may deem fit.

Article 165. Maintenance and Repair of Buildings and Other Physical Structures

Section 1. All buildings and other physical structures of the University shall be properly inventoried and insured, and shall comply with the safety requirements provided by law.

Section 2. The maintenance of grounds and buildings of the University shall be under the general supervision of the Director for Physical Plant Services.

Section 3. The University buildings and premises used for academic purposes shall be under the direct supervision of the concerned Deans, Department Chairpersons, and other officials who shall be responsible for the upkeep and maintenance of the buildings assigned to them.

Section 4. Other University buildings used for the other purposes shall be under the direct supervision of the building-in-charge.

Section 5. No repair of building shall be undertaken if estimated cost exceeds fifty percent of its present appraised value.

Section 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University, and other concerned agencies of the government as prescribed under existing law and regulations.

Article 166. Use of Buildings, Premises and Equipment

Section 1. It shall be incumbent upon the University officials and employees to exercise extraordinary care and diligence in the use of its facilities. In this respect, the University President shall promulgate rules and regulations for their use.

Section 2. Except those specifically provided under applicable polices and regulations, official student and/or faculty activities shall have priority in the use of school buildings or any other property intended for instructional purposes owned by the University, provided, however, that the use of facilities shall not be in conflict with more important programs of the University.

Article 167. Solicitation within the University

Section 1. No solicitations for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds of the University without prior approval of the President or his duly authorized representative.

Section 2. Streamers, placards, and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the building or grounds of the University without the written permission of the President or his duly authorized representative.

CHAPTER 46 SUPPLIES, MATERIALS AND EQUIPMENT

Article 168. Recording and Inventories of Supplies, Materials and Equipment

Section 1. It shall be the prime responsibility of the University to promote greater service and economy in the use of supplies and materials. For this purpose, an adequate and complete record system shall be maintained by the University, and periodic inventory of the same shall likewise be conducted.

Section 2. For effective control of supplies and materials, the University shall strictly adhere to the rules and regulations prescribed by the Commission on Audit and other competent authorities.

Section 3. Physical stock-taking is an indispensable procedure for checking the integrity of supplies and property custodianship and should be regarded with importance.