

Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato
2012

CODE OF GOVERNANCE

BOOK 1
THE ORGANIZATIONAL AND FUNCTIONAL
STRUCTURE OF THE UNIVERSITY

TITLE ONE
GENERAL PROVISIONS

CHAPTER 1
PRELIMINARY MATTERS

Article 1. Title, Coverage, and Interpretation

Section 1. Title. This Code shall be known as the “Code of Governance of the University of Southern Mindanao (USM), 2012” or be referred to as the “USM Code of 2012”.

Section 2. The University of Southern Mindanao (USM). The University of Southern Mindanao, hereinafter called the University, is a state institution of higher learning created and established under Republic Act No. 763 by the 2nd Congress of the Philippines, 3rd Session and duly signed into law by President Elpidio R. Quirino on June 20, 1952 providing for the conversion of the Kabacan Provincial High School to the **Mindanao Institute of Technology (MIT)** with an allocation of Php50,000.00 to facilitate its implementation.

Section 3. The Mandate of the Charter. Pursuant to R.A. No. 4127, entitled “An Act Amending Certain Sections of R.A. No. 763, otherwise known as the Charter of the Mindanao Institute of Technology,” the MIT, now USM, shall “offer not only elementary, secondary vocational and normal courses of instruction but also collegiate courses leading to the degrees of Bachelor of Science in Home Economics, Bachelor of Science in Education, Bachelor of Science in Agriculture, Bachelor of Science in Civil Engineering, Bachelor of Science in Electrical Engineering, Bachelor of Science in Mining Engineering, and such other courses leading to bachelor’s degrees. It shall also offer courses on the graduate level along its fields of specialization as the needs of the college and community so demand”

Section 4. Coverage. This Code shall govern the operation of **USM** and shall apply to the official acts of the University personnel as they relate among themselves, serve the clientele, work with the stakeholders, and partners of the University in the approximation of its Vision, Mission, Goals, and Objectives (VMGO).

Section 5. Principal address. The principal address of USM is at Kabacan, North Cotabato, Philippines. USM has branches at Buluan, Maguindanao; Kidapawan City, North Cotabato; and has landholdings at Arakan Valley, North Cotabato. USM may have such other external campuses as may hereinafter be granted by law, including properties that may be acquired by USM as a corporate entity.

This Code is anchored upon the Philippine Constitution, the **USM** Charter, the pertinent laws and the generally accepted traditions, policies, and principles of the Academe, and shall be construed liberally in favor of intellectualism, truth, freedom, justice, and the students' welfare.

Article 2. Declaration of University Principles and Policies

Section 1. USM is a State University duly established by law and principally supported by state funds and income derived from the utilization of its resources.

Section 2. USM envisions quality education for its clientele to provide globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

Section 3. The main function of **USM** is instruction, supported by research, extension, and resource generation that shall be catered by the Administrative Services.

Section 4. Specifically, **USM** shall take the lead role in the acceleration of the socio-economic development of its service area and promote a healthy and productive tri-people co-existence of Muslims, Indigenous Peoples and Christians.

Section 5. USM shall continually enhance its capabilities and develop better possibilities in the pursuit of knowledge, technology, excellence and leadership in the different fields of interest relevant to Southern Mindanao and the total development of Man and Society.

Section 6. Access to Education. **USM** shall provide equal access to education through all forms of assistance, to the deprived, disadvantaged, and underserved communities.

Section 7. Academic Freedom. Pursuant to pertinent provisions of the Constitution of the Republic of the Philippines, Republic Act No. 8292, and all laws and regulations promulgated thereafter, USM shall enjoy academic freedom and institutional autonomy.

USM shall exercise academic freedom, which is recognized as both institutional and individual. Institutional academic freedom is the freedom of the University from intervention and control in the conduct of its affairs as an institution of higher learning. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.

Section 8. Philosophy. USM recognizes the innate goodness of the individual and adheres to the philosophy of social equality.

- a. USM is a Fortress of Truth and Progress.
- b. The University is a catalytic center for creative thought. It shall probe for what shall enlarge person's freedom and fulfillment and help build a Filipino Nation to be at par with the other great peoples of the world.

Article 3. USM Vision, Mission, Core Values, Goals and Objectives

Section 1. Vision: Quality and relevant education for its clientele to be globally competitive, culture-sensitive, and morally responsive human resources for sustainable development.

Section 2. Mission: Help accelerate socio-economic development, promote harmony among diverse communities and improve quality of life through instruction, research, extension, and resource generation in Southern Mindanao.

Section 3. Core Values:

- | | | |
|---|---|------------------------|
| G | - | Goodness |
| R | - | Responsiveness |
| E | - | Excellence |
| A | - | Assertion of right and |
| T | - | Truth |

Article 4. Declaration of General Objectives

Section 1. Objectives: In consonance with the national development goals, and in order to translate and operationalize the principles and policies enshrined in the preceding Article, USM sets the following objectives, to wit:

- a. anchor student learning on practical applications by providing opportunities for students to enhance learning through community experiences in a variety of curricular and co-curricular programs;
- b. ensure the continuous integration of USM and the community by identifying, developing, and maintaining mutually beneficial partnerships;
- c. continue to support events and activities, as well as, construction of campus facilities that accommodate and encourage community interaction;
- d. lead in engaging students and faculty in the study and development of public policy in the region;
- e. actively support the faculty and students in the teaching-learning process;
- f. provide enabling environment for faculty to pursue scholarly activities and creative achievement;
- g. maximize the utilization of the University assets for financing the integrative learning of the academic community, as well as establishing empowered academic units;

- h. initiate lasting social intervention in the community by opening USM as the central source of learning experience and seat of theoretical and scientific researches;
- i. provide programs of instructions, professional training, primarily in the fields of science and technology, especially in agricultural and industrial fields in order to produce graduates who are locally and globally competitive;
- j. promote advanced studies, research and extension services, and progressive leadership in all fields of agriculture, including agri-business, food, nutrition, fishery, forestry, animal, and veterinary sciences. USM shall likewise promote engineering and other allied programs, teacher education, teacher technical education, and other areas of discipline needed by the clientele for the authentic sustenance of life, community, and the universal environment;
- k. develop programs at the graduate level along its fields of specialization to respond to the needs of development workers in the region;
- l. provide non-formal education and undertake vigorous extension and research programs in food production, nutrition, health, and sports development; and
- m. provide scholarships, fellowships and/or part-time job opportunities to deserving learners.

Article 5. University Seal and Colors

Section 1. The Seal of **USM** depicts the shape of a “Talam,” the Muslim Tray of Bounty, consisting of two (2) parts: the outer and inner inscriptions edging the tray.

The outer edging shall bear the inscription, “University of Southern Mindanao” written in bold flames text on top and “Kabacan, Cotabato” in times new roman text, and beneath is the principal address.

In the inner plane bears the following symbols:

- a. The **right hand**. It represents the concerted effort of the Board of Regents, Administrative and Academic Councils, faculty, students and staff and the stakeholders of the University to pursue and uphold a culture of excellence in carrying out the functions of USM in the service of the Almighty, namely: instruction, research, extension, and resource generation, represented by four (4) lit candles
- b. The **spur gear** depicts the "halo" from the four lit candles representing the four-fold function of the USM. By the illumination torch, the University helps accelerate a sustainable development of its service area and brings about the integration *of the Indigenous Peoples, Muslims and the Christians to pave the path for lasting peace and harmony among the tri people, thereby hastening the approximation of the principal mission of the institution;*
- c. The **open book** emblems the institution’s humane pursuit for truth and new knowledge at the foreground. Below the hand bearing the torch is an inscription “MIT” representing the old name Mindanao Institute of Technology, on its left page, and “USM” on its right page, which proudly depicts the institute’s transformation to a premier institution of higher learning;

- d. The inscription “**1952**” below MIT reveals the year when the school was established as the Mindanao Institute of Technology. The inscription “**1978**” below USM marks the year USM was established from MIT.
- e. The seal bears on its ribbon the **words** “Fortress of Truth and Progress.”

Section 2. University Colors. The University Colors are green and gold. Green depicts USM as full of life vigor and progress. Gold projects the finest exemplification of its kind, in excellence and outstanding virtue and truth.

CHAPTER 2 DEFINITION OF TERMS

Section 1. Definition of Terms. As used in this Code, the following words or terms shall mean:

- a. **Administrative Experience**– refer to service as a Department Chairman, Director or as a Dean and Vice President.
- b. **Academic Freedom** -- is the freedom of the University from intervention and control in the conduct of its affairs as an institution of higher learning. Individual academic freedom is the right of the academic staff and students to conduct academic and scholarly inquiry and to discuss and publicize the results of such inquiry unhampered by prior restraint or subsequent punishment.
- c. **Appointing Authority** – the person or body authorized by law to issue appointments.
- d. **Board of Regents** – The Board of Regents (BOR) refers to the highest policy-making body of a chartered **SUC**.
- e. **Career Development** – encompasses career management and career planning.
- f. **Career Management** – is the process through which the organization selects, assesses, assigns, and develops employees to provide a pool of qualified people to meet future needs.
- g. **Career Planning** – is the process through which individual employees identify and implement steps to attain career goals.
- h. **Career Service** – positions in the civil service characterized by (1) entrance based on merit and fitness to be determined as far as practicable by competitive examination or based on highly technical qualifications; (2) opportunity for advancement to higher career positions; and (3) security of tenure.
- i. **Closed Career Position** – refers to those positions which are scientific, or highly technical in nature; these include the faculty and academic staff of state colleges and universities, and scientific and technical positions in scientific or research institutions which shall establish and maintain their own merit systems.
- j. **Contracts of Service** – refer to employment described as follows:
 - i. The contract covers work or services such as janitorial, security, or consultancy services for which there are no existing plantilla positions;
 - ii. The job order covers piece work and intermittent job of short duration, not exceeding six (6) months on a daily basis;

- iii. The contracts of services and job orders shall be subject to COA rules;
- iv. The employees involved in the contracts or job orders do not enjoy the benefits enjoyed by regular government employees, such as: PERA, COLA and RATA;
- k. **Designation** – is merely an imposition of additional duties to be performed by a public official. It is temporary and can be terminated anytime at the pleasure of the designating authority;
- l. **Dismissal** – is a separation initiated by the employer for individual-specific reasons, such as but not limited to, incompetence, violation of rules, dishonesty, laziness, absenteeism, insubordination, and failure to pass the probationary period;
- m. **Evaluation** – measures the effectiveness and efficiency of an employee in the delivery of the mandated service;
- n. **Faculty** – regular plantilla-based set of teaching personnel of the State Universities and Colleges (**SUC**) appointed to a faculty rank and are directly engaged in teaching, research, extension and income generation services;
- o. **Faculty Rank** – refers to academic rank or sub-rank assigned to a member of the faculty after evaluation in accordance with the common criteria and point allocation as may be prescribed from time to time by a duly authorized agency classified as Professors, Associate Professors, Assistant Professors, and Instructors.
- p. **Faculty Selection Board** – The Faculty Selection Board (FSB) shall screen the candidates for appointment to a faculty position by the University President, whose appointments shall be subject to the confirmation of the USM Board of Regents;
- q. **Faculty Training and Development Committee** – The Faculty Training and Development Committee (FTDC) shall be responsible for selecting and recommending faculty members who shall attend specific training programs conducted by USM, government agencies or duly accredited non-governmental organizations, whether local or foreign;
- r. **Full Load** – consists of a number of hours spent in teaching or academic units and quasi-teaching/administrative duties (consultation, preparation of lesson, checking of test papers, and research, extension services), the total of which is 40 hours of work a week.
- s. **Full Time Faculty Member** – faculty members occupying permanent plantilla positions and rendering an equivalent of forty (40) hours of work a week. The 40 hours may consist of academic full load and quasi-teaching administrative duties (consultation, preparation of lesson, checking of papers, research extension services).
- t. **Graduation** – is an act of USM conferring a Degree in students who have completed and passed all the requirements set in the curricular program the students have enrolled in.
- u. **Insider** – refers to an employee of the SUC who is interested in joining the faculty or the members of the faculty who are aspiring for promotion.
- v. **Intellectualism** is the devotion to the honing and exercising the intellect to intellectual pursuits.
- w. **Job design** – integrates work content, e.g., tasks, functions, relationships; the rewards, e.g., extrinsic and intrinsic; and qualifications required, e.g., skills, knowledge and abilities for each job in a way that meets the needs of the employees and the organization;
- x. **Justice** - the quality or characteristic of being impartial or fair and in conformity with truth, fact or reason;
- y. **Layoffs** – are management decisions to retrench personnel to eliminate redundancy;

- z. **Merit System** – a personnel system in which comparative merit or achievement governs the selection, utilization, training, retention, and discipline of the faculty and staff of USM.
- aa. **Outsider** – refers to an applicant to a teaching or non-teaching position who is not yet employed by USM;
- bb. **Part time Faculty Member** – a faculty member not occupying permanent plantilla position and whose teaching load does not exceed nine (9) units;
- cc. **Personnel Action** – any action denoting the movement or progress of personnel in the civil service;
- dd. **Performance Evaluation System** – refers to an organized, methodical, and standardized system of evaluating the individual performance of employees/personnel for organizational effectiveness.
- ee. **Philippine Association of State Universities and Colleges (PASUC)** – the CHED-recognized organization of all chartered SUCs.
- ff. **Position Reclassification** – involves an upgrading of a position of a faculty member, as a result of an evaluation of credentials, without a significant change in duties and responsibilities;
- gg. **Qualification Standards** – is a statement of minimum qualifications for a position, which shall include education, experience, training, and personality traits, required for the performance of the job or set of duties, subject to civil service eligibility, and to Republic Act No. 1080, an Act Declaring the Bar and Board Examinations as Civil Service Examinations, when applicable;
- hh. **Recruitment** – the process of searching and attracting potential applicants through announcements, assessments, and related procedures to select qualified applicants for appointment to an appropriate teaching or non-teaching position;
- ii. **Resignation** – is a separation initiated by the employee;
- jj. **Retirement** – is the separation of an employee from service due to attainment of the age of retirement as provided by law;
- kk. **Secondment** – is a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment and may either involve increase in compensation and benefits, subject to the general guidelines provided under the Omnibus Rules on Appointments;
- ll. **Selection** – the process of screening and ranking qualified applicants based on their qualifications and professional potentials;
- mm. **Senior Faculty** – a faculty member with academic rank of at least Associate Professor I;
- nn. **Staffing** – is the process of moving employees into, through, and out of the organization to produce the desired quantities and types of employee assignments;
- oo. **Student welfare** -- is the state of well-being of the students, which includes the upliftment of their interests;
- pp. **SUC** – refers to chartered state universities or colleges;
- qq. **Salary upgrading** – involves adjustment of salary to a higher salary grade without change in duties and responsibilities.
- rr. **University** – refers to the University of Southern Mindanao;