THE UNIVERSITY

HISTORY

The Early Years

In June 1933, Holy Angel Academy (HAA) opened its doors to a modest group of 78 high school students in the Holy Rosary Parish Convent. It was initiated through the joint efforts of the late Don Juan D. Nepomuceno, a known philanthropist/prominent businessman and Fr. Pedro P. Santos, then parish priest of the town of Angeles and later Archbishop of Nueva Caceres. Its primary purpose was to offer Catholic education in the secondary level, which was the felt need of the community at that time. It was organized as a non-stock, non-profit corporation oriented towards service to the community.

The founders employed the able leadership of Ricardo V. Flores, an energetic educator from Pagsanjan, Laguna whose efforts, commitment and perseverance brought forth in two months the opening of a complete secondary school and the issuance of government recognition in February 1934. Consequently, the Holy Angel Academy (HAA) became the first Catholic co-educational high school run by laypersons with the First Friday devotion to the Sacred Heart of Jesus, as its initial signature landmark. By 1940, HAA moved from the Parish Convent to its first building (present Don Juan D. Nepomuceno Building or DJDN Building) to accommodate its expanding enrollment.

When World War II broke out, classes were suspended and resumed only in 1945. On May 8, 1947 the Academy was given new government recognition for its General Secondary Education Program. In school year 1947-48, the Evening High School Program started to provide educational opportunities for working students, particularly the employees in Clark Air Force Base. Likewise, the tertiary department was established with the 2-year Junior Normal College or Elementary Teacher's Certificate (ETC) as its initial program in response to the growing need for teachers in public schools. This program continued operating until 1963, when it was converted to a 4-year Normal College or the Bachelor of Science in Elementary Education (BEED) that was granted government recognition on February 11, 1955, this program continued operating until 1963, when it was converted to a 4-year Collegiate Normal Course of the Bachelor of Science in Elementary Education (BSEEd).

In 1948, the College of Commerce opened with a program, Bachelor of Science in Commerce whose government recognition was issued on December 3, 1951 or upon graduation of its first twenty three (23) students. In 1955, the Academy offered the 2-year Associate in Arts (also known as Preparatory Law Course) which was later converted into a 4-year Liberal Arts (or Bachelor of Arts) that was granted government recognition on May 18, 1960.
From Academy to University

In 1960, the elementary department was opened. More collegiate courses were also offered like the 1-year and 2-year Secretarial courses in 1961 and the two-year pre-engineering course in 1962. In the ensuing years, the latter was expanded to the complete programs Civil Engineering (August 13, 1968), Electrical Engineering (September 11, 1969), Mechanical Engineering (September 11, 1969) and Management and Industrial Engineering (March 17, 1986).

On December 6, 1961, the academy became Holy Angel College (HAC) with Don Juan D. Nepomuceno as the first President. Under the leadership, and the able assistance of his son, Mr. Geromin G. Nepomuceno, the school experienced a revitalized management that led to the construction of buildings and the adoption of the fiscal policy, which opened new possibilities for further growth and expansion. The latter assumed the presidency in 1973 to continue the pursuit of making the school one of the best Catholic educational institutions in the country, particularly in Central Luzon. In 1975, he was succeeded by Dr. Ricardo V. Flores, who held the leadership position until 1980.

During this period, the school also addressed the call of the government for courses responsive to the needs of the community, in particular, and the nation, in general. It offered Graduate Programs in Education in 1965 that earned government recognition on October 30, 1970. In 1974, the Department of Vocational/Technical Education was established in response to the nation’s Manpower Development Program through the introduction of the National College Entrance Examination (NCEE). This department offered courses in Industrial Electricity, Refrigeration and Air-conditioning, Radio Electronics, Automotive Mechanics, and Machine Shop Practice.

Realizing the significance of the unprecedented growth of the College, the administration applied for a university status, which it attained on December 4, 1981. Engr. Mamerto G. Nepomuceno was installed as first University President on March 8, 1982. On the same occasion, Archbishop Oscar V. Cruz of the Archdiocese of San Fernando Pampanga, proclaimed Holy Angel University a Catholic University. The achievement of graduates in various licensure examinations, scholarship opportunities and affordable fees led to the continuous growth of student enrolment that peaked at 27,000 in SY 1983-1984.

Quest for Quality and Excellence

On August 12, 1985, Sister Josefina G. Nepomuceno of the Congregation of Missionary Benedictine Sisters of Tutzing was installed as Second University President. Under this new leadership, the professional dimension of the University was pursued with vigor and its Catholic character given greater and renewed emphasis. The collegiate programs not only grew in number but also in quality when submitted for accreditation. The curricular offerings added in the undergraduate level from 1985 to 1994 were AB
majors in Sociology and Religious Studies, Associate Programs in Computer Science and Theater Arts; BS in Accountancy; BSBA major in Small Business Management/Entrepreneurship; BSED majors in Values Education, PE Health and Music and Library Science; BS in Electronics and Communications Engineering; and Associate in Computer Secretarial and Medical Secretarial. In the graduate school level, Master of Business Management and Master of Public Administration were added in 1994 while the areas of specialization in the Master of Arts Program were expanded, such as: College Teaching, English Teaching, Mathematics and Library Science.

The Center for Research, Measurement and Evaluation as well as the Institute of Small-Scale Industries and Enterprise Resource Center were established to articulate the University’s thrust towards research and community service.

On August 30, 1993, the Liberal Arts, Business Administration, Education and Engineering Programs were conferred Level I Accreditation by the Philippine Accrediting Association of Schools, Colleges and Universities. The following year, the elementary school was completely phased out after 34 years of existence.

On June 30, 1995, the programs in the Colleges of Arts and Sciences, Business and Accountancy, Education, and Engineering attained FAAP second level accreditation status through the Philippine Association of Accredited Schools Colleges and Universities (PAASCU). Thus, Holy Angel became the first and only University in Central Luzon accredited by PAASCU.

In the same year, Sr. Josefina ended her 10-year term as President with Mrs. Bernadette M. Nepomuceno as successor. The latter’s administration saw reforms in structure as well as operations that sustained and expanded the University’s quest for academic excellence. The said thrust was marked by new as well as upgraded curricular programs and awards of distinction. The areas of specialization in BS Business Administration and BS Secretarial Administration were expanded to include among others Hotel and Restaurant Management, Management Information System and Tourism. The Doctor of Philosophy in Management was initially offered in school year 1995-96 while the Accountancy degree was upgraded into a 5-year program in school year 1997-98. The University’s teacher-training programs were further enriched with the establishment of the Laboratory Elementary School in 1997.

On August 6, 1999, the programs in the Colleges of Arts and Sciences, Business and Accountancy, Education and Engineering were reaccredited by PAASCU. The Electrical and Industrial Engineering programs were conferred Center of Development Level II status by the Commission of Higher Education (CHED) that paved the way for the offering of Master in Engineering in school year 2001-02. Likewise offered were Doctoral in Business Management, Doctor of Philosophy in Educational Management, BS Psychology, BS Computer Science, BS Information Technology, and BSEd Physical Education with specialization in Golf Sports which were added the following school year. On October 22, 2001, CHED listed the University as one of the top 52 tertiary
educational institutions in the country effectively conferring on it a deregulated status.

In 2002, the University also hosted the First International Conference on Kapampangan Studies and established the Juan D. Nepomuceno Center for Kapampangan Studies to preserve, study, and promote Kapampangan cultural and historical heritage.

In school-year 2003-2004, the University revisited its mission and vision where all stakeholders agreed to rededicate commitment to accessible quality education, academic excellence, community linkages and the promotion of local history and culture. Responding to popular demand, it offered Nursing, Architecture, and Computer Engineering. It also initiated sweeping improvement in physical plant with the construction of Mamerto G. Nepomuceno Hall, St. Gabriel and St. Raphael, the Chapel of the Holy Guardian Angel, Café Juan, food courts, courtyard, and JDN Annex.

CHED further elevated the University to autonomous status on October 27, 2003 thus, acknowledging its academic leadership in Region 3. On January 31, 2006, PAASCU conferred the Level III accreditation status on the following programs: Accountancy, Arts and Sciences, Business Administration, Education and Engineering (Civil, Electrical, Industrial and Mechanical). Holy Angel University is one of the few institutions in the country that has attained such status.

In December 2005, the High School Program had its preliminary survey visit by PAASCU. The program was conferred Level 1-Candidate Status on May 31, 2006. This development pushed the High School Program to implement the Career Preparatory Program as an innovation of the Basic Education Curriculum prescribed by the Department of Education. The Program aims to prepare students not only for college education, but for employment or entrepreneurial endeavors.

On August 12, 2006, Dr. Arlyn Sicangco-Villanueva succeeded Mrs. Nepomuceno as the eighth President. The President of the Republic, Gloria Macapagal Arroyo, administered the oath of office to Dr. Villanueva on February 1, 2007. The new administration initiated reforms and innovations in organization, operations, services, curricula, campus development and research, and has made international accreditation its flagship. Dr. Villanueva has also vowed to keep alive the founder’s dream of making Holy Angel University the best school in Central Luzon anchored on the three E’s: Evangelization, Excellence, and Economy.

The Commission on Higher Education recognized the University as Center of Development in Information Technology and in Business Administration on March 23 and December 7, 2007, respectively. Moreover, HAU ranked first among top performing schools with 26-50 examinees category in the May 2007 CPA Licensure Examination. Equally significant was the board performance of the first batch of Nursing examinees which was way above the national passing percentage.

The first semester of the following school year registered the highest College enrolment statistics of 12,010 since SY 1985-1986 with the CBA and CON having the biggest
enrolment. At the same time, the Electronics and Communications Engineering program was conferred its Level III accreditation status by PAASCU.

March 8, 2008 marked the opening of the Diamond Jubilee year with the blessing of the San Francisco de Javier Building, which houses the state-of-the-art University Library and the University Theatre, which is considered by critics and performers as among the best in the country, as the highlights. The university undertook a major upgrading of computer facilities and operations by launching an integrated information system. It also embarked on a massive campus development with the construction of the Chapel of the Holy Guardian Angel, the seven-storey St. Joseph Hall, and the University Main Entrance.

The University's bid for international accreditation which began in school year 2005-06 was realized when the International Assembly for Collegiate Business Education (IACBE) conferred on the University on April 4, 2008, in Newport Beach, California, the Specialized Accreditation of the business and business-related programs of the College of Business and Accountancy.

On June 2, 2008, the University was conferred Center of Development in Teacher Education. In the same semester, the Graduate School enriched its programs through the inclusion of Master of Science in Electronics and Communications Engineering, Master in Information Technology, and Certificate of Public Administration and Governance.

The High School Program was conferred a PAASCU Level I accredited status on November 28, 2008.

In recognition of its accomplishments, adherence to quality assurance and commitment to public responsibility as a higher educational institution, CHED granted the University the Autonomous Status for the period March 11, 2009 to March 30, 2014.

On April 2, 2009, the University formally closed the celebration of the 75th Founding Anniversary with the launching of the book, Destiny and Destination: The Extraordinary Story and History of Holy Angel University 1933 – 2008, and the dedication of the Main Building to Don Juan Nepomuceno.

School Year 2009-2010 marked the founding of the College of Hospitality Management and the College of Criminal Justice Education and Forensics, as well as the offering of new programs namely, BS in Accounting Technology, BS in Criminal Justice Education with Forensics Program, BS in Aeronautical Engineering, BSBA in Legal Management, and Master in Special Education. Another highlight was CHED’s conferment on Hotel and Restaurant Management program the status of Center of Development, the first in the country.

New programs offered in School Year 2010-2011 were Master in Education (Major in Teaching Filipino), MS in Hotel and Restaurant Management, MS in Nursing and Doctor
in Technology. The next school year, new programs included BS in Events Management, MS in Health Services Administration, and Doctor of Philosophy in Nursing Education major in Educational Leadership and Management.

For three successive years, the University conferred its first honorary doctorates on the country's top technocrats: Manuel V. Pangilinan in 2009, Washington SyCip in 2010 and Jaime Augusto Zobel de Ayala in 2011. The 2012 recipients of honorary doctorates were the Magsaysay awardees Christopher and Ma. Victoria Bernido.

The University has also institutionalized the following awards: the Order of St. Michael the Archangel (for contribution to Catholic lay education), the Order of St. Gabriel the Archangel (for achievement by an alumnus), the Order of St. Raphael the Archangel (for contribution by a former employee), the Laus Deo Semper Award (for community service), and the Juan D. Nepomuceno Cultural Awards (for research and scholarship and arts and culture).

In 2012, the High School Program received a PAASCU Level II reaccredited status just as the government mandated the initial year's implementation of the K-12 program; thus, the first batch of Grade 7 students enrolled in HAU's Junior High School Program. In the same year, PAASCU conferred a Level II reaccredited status to Hospitality Management programs. New programs offered were BS in Radiological Technology and MS in Psychology for school year 2012-2013 and BS in Medical Technology and Master in Education (Major in Religious Education) for the following school year.

On May 4, 2012, PLDT Chairman Manuel V. Pangilinan was elected Chairman of the Board of Trustees, succeeding Archbishop Paciano B. Aniceto, D.D. who retired.

On June 8, 2012, the University inaugurated the St. Martha Hall, the first dormitory of HAU inside the campus.

On August 15, 2013, the University conferred an honorary doctorate to HE Luis Antonio Gokim Cardinal Tagle after the formal blessing of the Epiphany of Angels. The Computer Engineering Program gained its Level-1 PAASCU accreditation status on November 22, 2013 valid until November 2016.

The University celebrated its 80th year of founding with the conferment of an honorary doctorate to Amando Maglalang Tetangco, Jr., Governor of the Bangko Sentral ng Pilipinas and Chairman of the Monetary Board on March 7, 2014. On this day, it also inaugurated the Peter G. Nepomuceno Center of Professional Development, the home of the College of Business and Accountancy and the Professional Schools.
To further ensure optimal alignment of the functions of the university offices, various units underwent reorganization with the creation of the Academics Research Office, Institute of Christian Formation and Social Integration, Human Resources Management Office, Student Services Cluster, Student Activities Cluster, Information Technology and Records Services Cluster, and External Affairs and Corporate Communications Cluster.

Laus Deo Semper!
UNIVERSITY MISSION AND VISION

Mission

We, the students, academic, and non-academic personnel of Holy Angel University declare ourselves a Catholic learning institution. Together, we co-create a quality educational experience and environment that promote Christ-centered values, professional competence, leadership and social responsibility.

Our goal is the development of the whole person in the service of man for the greater glory of God.

Thus, we commit ourselves to the founder’s vision of a Catholic institution offering accessible quality education.

LAUS DEO SEMPER!

Vision

As an institution of higher learning continuously seeking excellence, our research, community involvement and linkages ensure that both curriculum and instruction are up-to-date and responsive to the times. Our students learn independence, reflective thinking and curiosity to life. Our graduates find fulfillment in their chosen careers and vocations. (Academic Excellence)

We partner with communities for their greater empowerment and self-reliance. We provide opportunities for alternative and lifelong learning. We lead in the preservation and promotion of local history and culture, as well as play an advocacy role in contemporary issues. (Community Service for People Development)

Our governance is known for its transparency, accountability, sense of justice, and strong adherence to the highest ethical standards. (Responsive and Professional Governance)

Aware of their role and contribution to the University, our employees take pride in their work and commitment to serve. Our faculty and staff are distinguished by professional competence, innovative methodologies and deep awareness of their responsibility as role models. (Responsive and Professional Governance)

We provide a campus that is conducive to meaningful academic and social exchange, and that promotes physical and spiritual development. (Healthy HAU Campus)
We cultivate in all community members the deepening of an inner life characterized by a maturing conscience and a compassionate heart. We nurture relationships with one another towards transforming our academic community into a Christ-centered family. (Community Relationship toward a Christ-centered Family)

Goals and Objectives

In pursuance of its mission, Holy Angel University adopts the following objectives which permeate its departmental curricular offerings:

To provide the student with moral and intellectual training in a Christian atmosphere so that he may become an efficient and integrated person.

A person who is in the process of becoming the person he aspires to be:

- as a human being in relation to himself and God;
- as a social being in relation to society;
- as a professional in relation to the community; and
- as a worker in relation to the environment.

A person who is aware of and alive to the social realities of widespread injustice and inequality:

- who contributes to the development and attainment of an economically equitable politically just and participative, culturally integrated society; and
- who is socially responsible in upholding and defending human dignity and participates in promoting the common welfare.

To make itself, in coordination with other social institutions, a more responsive and accessible instrument for the advancement of equality and the promotion of social responsibility, thus serving as a catalyst for change towards a society of freedom, justice and peace.
HAU Core Values

Commitment to Excellence

In the heart of all our academic endeavors is our commitment to the higher standards of transformative education. In our sincere and persistent pursuit of knowledge and virtues geared towards the development of the whole person, we continually assess and update our programs and services to make them relevant and meaningful to all members of our academic community.

Servant Leadership and Social Responsibility

We work hand in hand in developing a sense of social responsibility as a distinctive mark of an authentic faith. We commit ourselves to the nurturing of a society based on justice, peace and respect for human dignity and the integrity of creation.

We cultivate in ourselves the deepening of an inner life characterized by a maturing conscience. We promote a culture that builds and inspires the values of teamwork, solidarity, dialogue and communication.

Spirit of the Founders

We commit ourselves in continuing the Founder’s vision of offering accessible quality education and living a life of simplicity, integrity, humility, compassion towards the less fortunate and fidelity to the traditional values of the Church.

In the pursuit of these core values, every stakeholder shall aspire to uphold the 7C’s in all his actions.
The 7C’s

1. CHRIST-CENTEREDNESS

   It is living a life rooted in the values exemplified by Jesus Christ manifested in having a maturing conscience, being moral, charitable, reflective, compassionate, and a responsible steward of creation.

2. COMPETENCE

   It is the ability to do something effectively and efficiently in an environment that seeks to develop and promote trust, confidence and excellence.

3. COMMITMENT TO SERVICE

   It is being a servant leader by heroically risking one’s reputation, possessions and life to put the interest and welfare of others above oneself, or just by sharing one’s time, talent and resources to others, within and outside the University.

4. COMPASSION

   It is sharing in and responding to the sufferings of the under-served, disadvantaged and victims of social injustices.

5. COMMUNITY BUILDING

   It is the creation of sincere and unconditional relationships as foundation of a just and humane society, as well as the empowerment of individuals and organizations leading to a sustainable development of the community.

6. COLLABORATION

   It is working together for the realization of institutional goals characterized by genuine dialogue and meaningful partnerships within the University and other communities.

7. CONGRUENCE

   It is the consistency between policy and implementation. It also refers to the integration of the University’s mission and vision in the personal and professional development of students, employees, and alumni.
Attributes of the HAU Graduates

As a Catholic learning institution, Holy Angel University is committed to the development of God-loving servant-leaders, well-realized in their personal, interpersonal, and professional dimensions.

As individuals, they live life with the disciplines of emotional maturity, self-confidence and assertive perseverance, within the context of responsible citizenry. They are well-rounded in the aspects of physical well-being, culture, and the arts.

In relation to their fellowmen they are socially-responsive community leaders who deal matters with high integrity and compassion. As decision makers, they are creative and innovative critical thinkers with a deep concern for the welfare of others.

They are professionally and technically competent by global standards, and have a positive attitude towards career growth, accountability and learning as a life-long process.

Holy Angel Hymn

From thy cradle safe and sound
Love of God and man we've found
To a happy life we're bound
Holy Angel dear.

Hear our vow of loyalty
Heart and soul we pledge to thee
With the virtues great and free
We've embraced from thee

When our battles won you'll see
Banners high we'll wave for thee
In our hearts thy name will be
Holy Angel dear.
VISION, MISSION, OBJECTIVES OF THE ACADEMIC UNITS

GRADUATE SCHOOL

Vision

The Holy Angel University Graduate School envisions itself to be the center of excellence in graduate education in the Asia Pacific Region that produces graduates who are agents of transformation in the fields of business, education, engineering and nursing.

Mission

The Graduate School is committed to provide professionals with advanced academic programs in the fields of business, education, engineering and nursing for their career growth and for effective participation and leadership in regional development and who will become effective change agents of the society.

Objectives

To realize the vision of the Graduate School, the following objectives must be achieved:

1. Build and maintain a pool of research-oriented and competent faculty members who are experts in their field of specialization;

2. Produce graduates who are influential leaders of society imbued with the highest moral and ethical standards;

3. Provide an atmosphere that is professional and conducive to learning which nurtures a culture that promotes excellence, creativity and innovation;

4. Offer a curriculum which is dynamic and responsive to changing global needs and abreast with current trends;

5. Play an advocacy role in academic excellence, research undertakings and community service; and

6. Participate actively in community outreach projects through the allocation of knowledge and skills as well as the execution of research capabilities.
Graduate School of Business

Vision

Holy Angel University Graduate School of Business is committed to the continuous pursuit of excellence that will earn the institution the recognition as a premiere graduate business and management education center in the region. Through its advanced education and innovative programs, GSB is dedicated to help working professional and entrepreneurs to become competent and socially responsible leaders in the global workplace.

Objectives of the Master's Programs

To realize the Vision, the programs are aimed to:

1. attract and develop a pool of accomplished and principled faculty members who are experts in their corresponding fields and proficient in interdisciplinary and multi-disciplinary approaches in teaching;

2. offer programs that emphasize critical management attributes and are more relevant and responsive to the shifting needs of the real world;

3. promote practitioner-oriented research that will allow us to participate in the furtherance of knowledge and elevate our management programs to higher level of excellence;

4. forge and maintain strategic functional linkages and/or partnerships with academic societies, relevant organizations, foundations, agencies as well as other graduate schools to allow for cooperative efforts and to expedite technology transfer;

5. create an environment conducive to learning with state-of-the-art facilities, progressive instruction technologies, ample up-to-date reference materials, and world class services by a complement of highly skilled and trained staff; and

6. nurture a culture that promotes excellence, creativity, innovation, and the highest ethical standards in the Christian context.

Objectives of the Doctorate Program

To realize the Vision, the Doctor of Business Management program is designed to:

1. advance the professional development of experienced business management graduates and professionals in the business management arena by extending
their knowledge and equipping them with broad research and process business management skills;

2. enable them to make a key leadership contribution to their chosen fields; and

3. do research in such areas as information technology management, finance, marketing, human resource management, operations, and leadership.

Graduate School of Education

Vision

The Graduate School of Education envisions itself to be the premier teacher training institution whose graduates shall provide examples of quality teaching, innovative leadership and updated managerial skills in educational institutions; promote research-oriented activities and render community service for the improvement of quality of life.

Objectives of the Master’s Programs

The Master’s graduate is expected to:

1. advance the scholarship in the fields of English, Mathematics, Guidance and Counseling, Library Science, Filipino, Religious Education, Special Education, Educational Management, and Psychology; through individual and/or collaborative research (Cognitive and Psychomotor)

2. demonstrate leadership, integrating advanced principles and theories of educational management, in educational institutions and organizations (Cognitive)

3. effectively communicate the knowledge and competencies to different stakeholders in educational settings (Cognitive and Psychomotor)

4. perform tasks and decisions with ethical responsibility in the community (Affective)

Objectives of the Doctorate Program

The PhD Educational Management graduate is expected to:

1. demonstrate leadership capability in educational and industrial institution be it local or international organization (Cognitive)

2. take an active role in expanding the frontier of educational management through the application of advanced and effective research methods (Cognitive, Psychomotor)
3. transfer knowledge in educational management through effective communication methodologies (Cognitive, Psychomotor)

4. exercise professional ethical behavior as a worthy leader in a learning community (Affective)

**Graduate School of Engineering**

**Vision**

The Graduate School of Engineering envisions itself as a center of excellence in graduate engineering education, research and professional services so as to contribute to industrial development and to the advancement of science and technology.

**Objectives of the Master's Programs**

The Master’s graduate is expected to:

1. advance the scholarship in the fields of engineering management, electronics and communications engineering, electrical engineering, industrial engineering, and information technology through individual and/or collaborative research (Cognitive and psychomotor)

2. demonstrate leadership, integrating advanced principles and theories of engineering management, in industrial institutions and organizations (Cognitive)

3. effectively communicate the knowledge and competencies to different stakeholders in industrial and engineering settings (Cognitive and Psychomotor)

4. perform tasks and decisions with ethical responsibility in the community (Affective)

**Objectives of the Doctor of Technology Program**

The graduate of the Doctor of Technology program is expected to:

1. demonstrate leadership capability in technical engineering institution be it local or international organization (Cognitive)

2. take an active role in expanding the frontier of technology education and innovation through the application of advanced and effective research methods (Cognitive, Psychomotor)
3. transfer knowledge in technology innovation and management through effective communication methodologies (Cognitive, Psychomotor)

4. exercise professional ethical behavior as a worthy leader in both learning and industrial communities (Affective)

Graduate School of Nursing

Vision

The Graduate School of Nursing envisions itself as a center of excellence in graduate nursing education, research, and service grounded in evidence-based nursing. The graduate programs build on the theoretical knowledge and clinical experience of the bachelor's and master's-prepared nurses. The programs prepare nurses who will do research, advanced nursing care in both clinical and community settings, and provide leadership in the education of future nurses.

Objectives of the Master's Programs

To realize the Vision, the master's programs are aimed to:

1. critically evaluate individual leadership abilities as applied to nursing education, service, and administration;

2. characterize types, models, and patterns of collaboration in academic and clinical nursing education;

3. generate information through research that advances the science of nursing and nursing education and administration; and

4. demonstrate leadership in utilizing the nursing process in the care of individuals, families, and communities in any setting.

Objectives of the Doctorate Program

The PhD in Nursing Education graduate will demonstrate:

1. Reflective Leadership through:
   a. a comprehensive knowledge of different theories on leadership and management;
   b. the ability to reflect critically on historical and contemporary issues within nursing education and to relate them to leadership and practice;
   c. the ability to articulate an integrated philosophy of nursing education and leadership; and
d. the ability to exercise leadership within a nursing educational setting.

2. Analytic Inquiry and Research Proficiencies through:

   a. the facility to employ multiple perspectives and theoretical frames to assess educational and organizational structures, policies, and practices in nursing education;

   b. the ability to critically read and review various forms of research and to use it to resolve administrative challenges affecting nursing education; and

   c. an understanding of different research paradigms

3. Communication Proficiency through: interpersonal and process skills necessary to function effectively in academic and professional situations, including written and oral communication, listening to and working collegially with diverse groups, and facilitating intra and inter-group relations.

**College of Arts, Sciences and Education**

**Vision**

Emboldened by our commitment to transformative education, we produce professionally competent and holistically developed Christian individuals through our curricular offerings that respond to the needs of the local community and society at large.

**Mission**

In consonance with the University’s mission of offering quality Catholic education and with the founder’s motto of Laus Deo Semper, the College of Arts and Sciences and Education is committed to produce highly competent and globally competitive Christian professionals, through the most diverse and meaningful liberal education as well as teacher training experiences that enhance communication skills, critical thinking, research capability and social responsiveness.

**Objectives**

The College of Arts, Sciences and Education aims to provide a solid general education foundation where it seeks to:

1. train students to think clearly and logically to communicate their ideas correctly and effectively.

2. develop in the students and understanding of the human person in the light of
the Christian faith as well as their active involvement in activities and opportunities for spiritual enrichment and community service;

3. deepen the students’ application and appreciation of the basic theoretical knowledge of mathematics, natural and social sciences as effective tools toward

a. life-long learning in one’s field of specialization; and

b. enrichment of one’s sense of social responsibility and love of country.

With its curricular offerings, the College seeks to train prospective teachers, psychologists and media specialists with

1. the desirable knowledge, skills, attitudes, values experiences, and competencies necessary for efficient and effective practice of their chosen profession;

2. a positive disposition towards research for individual or institutional growth/enrichment as well as professional advancement; and

3. the needed cultural and academic backgrounds that will help them understand and appreciate the role of their respective profession to nation building.

**College of Business and Accountancy**

**Vision**

The College of Business and Accountancy has the distinction of being the Center of Academic Excellence in Business Education in the Region.

As a Center of Academic Excellence, the College operates on international standards in instruction, research, and community service. It significantly excels in the following areas:

- Consistent above-national passing average performance in the CPA licensure examinations

- Level II accredited status;

- Interactive instructional materials and facilities;

- Established linkages with local and global industries for employment of its graduates;
• Scholarly research outputs published in international business journals;
• Adopted barangays have become model communities.

Mission

The Holy Angel University College of Business and Accountancy is committed to being the premier learning institution in the Region by providing high-quality business and accountancy education to the young men and women through a wide range of relevant educational experience.

It is also committed to develop our students to their fullest potential as a person, by creating an environment that will make learning an enjoyable and meaningful experience.

Its faculty, administration and staff constantly strive to provide our sincerest service to our students as we are committed to the same ideals of integrity, professionalism and love of God and country.

Objectives

The College aims:

1. to equip students with the knowledge and skills necessary for active and effective participation in the process of the local economy;

2. to provide the necessary preparation to fulfil the complex functions of entrepreneurship and business leadership;

3. to develop responsible professionals who will uphold the integrity and ethical standards of their profession;

4. to develop socially responsible, competent business executives; and

5. to help improve the national economy through the development of relevant occupations.

College of Engineering and Architecture

Vision

The College envisions itself as a center of development/excellence in engineering and architecture with

• Competitive Graduates whose performance in board examinations is consistently above national passing rates;
• Competent Faculty members who possess research culture and are actively involved in community service;

• State of the Art Laboratory facilities that are at par with leading engineering and architecture schools in the country; and

• Functional Linkages/Partnership with institutions, industries, and organizations in both national and international levels.

Mission

The College of Engineering and Architecture is committed to provide quality education to produce competent and well-rounded persons capable of living Christian values and professional ethics as they continuously contribute to the advancement of technology for the improvement of life and preservation of the environment for the benefit of the future generations.

Objectives

The College of Engineering and Architecture, in line with University tradition of contributing towards the formation of competent Christian professionals, is committed to the pursuit of academic excellence in engineering and architecture education as it aims to achieve the following objectives:

1. to provide students with fundamental knowledge and skills in the technical and social disciplines so that they may develop a sound perspective for competent engineering and architecture practice;

2. to inculcate in the students the values and discipline necessary in developing them into socially responsible and globally competitive professionals;

3. to promote through its curricular offerings and research undertakings, the development of a sustainable environment and the improvement of the quality of life;

4. to instill in the students a sense of social commitment through involvement in meaningful community projects and services; and

5. to make a definite contribution to the advancement of knowledge and technology that is beneficial to a dynamic world.

College of Hospitality and Tourism Management

Vision

The College of Hospitality and Tourism Management envisions to continually
pursue being a model of excellence in the hospitality and tourism industry whose graduates are imbued with culinary expertise, supervisory and entrepreneurial skills in the field anchored on Christian values and global standards.

**Mission**

The College of Hospitality and Tourism Management is committed to:

- Continuously provide quality education through its highly competent and experience-based faculty, and staff and state of the art facilities;

- Develop students to their fullest personal and professional potential through updated curricula and learning approaches that are responsive to global challenges; and

- Promote life-long learning by engaging in relevant industry practice, research, and community service.

**Objectives**

The College aims:

1. to offer relevant academic programs that meet the needs of both local and international industry partners as well as address entrepreneurial growth in the region and the country in general;

2. to instill Christian values endowed with a sense of social responsibility through community service and servant leadership; and

3. to support its faculty toward continuous enhancement of personal and professional qualities.

**College of Information and Communications Technology**

**Vision**

The College envisions itself as a center of development/excellence in IT education in the country by creating an industry-oriented environment through relevant curricular programs and state-of-the-art facilities.

**Mission**

The College of Information and Communications Technology is committed to offer quality education to produce professionally competent and globally competitive graduates who are self-reliant, employable, morally as well as spiritually upright, socially responsible and adaptive to the changing needs of
times.

Objectives

The College aims:

1. to equip students with the fundamental ICT knowledge and skills necessary for active participation in the production and utilization of innovative systems and applications;

2. to recruit competent as well as industry and service-oriented faculty dedicated to deliver quality instruction, scholarly research outputs; and need-based community service;

3. to establish linkages/partnerships with reputable organizations for service-learning opportunities to ensure up-to-date and responsive program offerings; and

4. to engage students, faculty and administrators in community extension service through provision as well as transfer of IT skills to partner groups/communities.

College of Nursing and Allied Medical Sciences

Vision

The College envisions the University as a premier provider of Allied Health Sciences programs. It strives to be the best in the region recognized for excellence in improving health through the integration of teaching, practice and research where the program prepares graduates to:

- Think critically and apply scientific methods using data available;

- Employ therapeutic communication in all health care settings;

- Possess scientific and technical competence to practice safely in the discipline;

- Have the inclination and knowledge necessary to be competent both in local and global setting; and

- Participate in activities that contribute to lifelong personal and professional development.
Mission

The teaching-learning community of the Holy Angel University College of Nursing and Allied Medical Sciences is committed to provide accessible quality higher education and the best learning experiences geared to mold graduates with professional competence and personal qualities deeply rooted in Christ’s ideals of selfless service to enhance the quality of life.

Objectives

The College aims:

1. To provide an up-to-date higher education curriculum that will equip students with the knowledge and skills to make them competitive in diverse setting and adopt to constantly changing environment;

2. To recruit and maintain qualified faculty who will make full use of teaching resources to shape and strengthen both classroom and related learning experiences; and

3. To engage students, faculty and alumni in health-focused activities toward the promotion of personal and community health.

College of Criminal Justice Education and Forensics

Vision

The College envisions being a center of excellence in criminal justice education and forensics in the country by creating an industry-oriented environment through relevant and extensive curricular programs and state-of-the-art facilities and equipment.

Mission

The College is committed to become a premier institution for career development and enrichment of law enforcement practitioners and leaders within distinct expertise in criminal justice and forensic sciences anchored on Christian values and global standards.

Objectives

Inspired by its mission-vision, the College endeavours to:

1. nurture its students/trainees with the comprehensive and updated knowledge, essential values and industry-oriented competencies in the fields of law enforcement, criminal justice and forensic sciences;
2. recruit qualified, seasoned, competent and service oriented faculty to deliver quality instructions in both in-campus and off-campus settings;

3. acquire adequate and state-of-the-art laboratory equipment;

4. establish linkages/partnership with key local national/international industry players and law enforcement agencies for on-the-job training and immersion programs;

5. engage both faculty and students in research and extension activities in pursuit of new knowledge and development initiatives in law enforcement, criminal justice and forensic sciences; and

6. register an impressive and continuously improving board examination performance that is significantly higher than the national performance through comprehensive review and assessment program.

Basic Education Department

High School Department

Vision

1. As an institution that continuously strives for excellence, our instruction, community involvement, linkages, and research are geared toward producing students

   - who take pride in being just, humane, and morally upright Angelians;

   - who excel in different fields of endeavor making them globally competitive;

   - who spearhead and advocate involvement on gender sensitivity issues, peace education, cultural preservation, and environmental protection; and

   - who indulge in various physical activities achieving the body’s high fitness level.

2. Aware of their role in educating the mind and the heart, our faculty, staff, and administrators are emulated for their sense of commitment, competence, and compassion. They continuously seek for spiritual, professional, and personal growth as they work in a wholesome atmosphere.
3. We provide conducive learning resource centers through our state-of-the-art facilities and equipment which make the educative process enjoyable and worthwhile.

Mission

We, at the HAU High School Department, commit ourselves to produce young individuals:

- who are academically competent, by offering affordable quality education;
- who are morally upright, by inculcating Christ-centered values;
- who are socially responsible, by providing the best opportunities for community involvement;
- who are physically sound, by promoting health consciousness toward a well-founded body; and
- who are adequately equipped with life and self-learning skills, by developing the competencies needed to understand the “why’s” and “how’s” of life, thus preparing them to positively respond to the needs of the changing times and actively contribute as leaders and members in nation building.

Furthermore, through our effective and efficient faculty, staff, and administrators, we are committed to achieving excellence by providing a venue for a collaborative profound learning experience.

Goals and Objectives

1. On Instruction and Curriculum

1.1. Achieve PAASCU accredited status

1.2. Enrich existing curriculum
   1.2.1. Adopt a career preparatory program
   1.2.2. Emphasize the components of transformative education, namely: gender sensitivity, justice and peace, political education and environment education
   1.2.3. Integrate community involvement as part of instructional activity
   1.2.4. Promote cultural preservation in co-curricular and extra-curricular activities
   1.2.5. Strengthen value processing in all learning areas

1.3. Utilize data available in preparing instructional programs and activities
   1.3.1. Diagnose general and specific weaknesses of students
1.3.2. Implement a uniform computerized grading system to facilitate data retrieval and organization for statistical use

1.4. Revitalize off-campus activities and linkages for experiential learning

2. On Students

2.1. Prepare students for college work through an adequate academic background
2.2. Equip students with knowledge, skills, and information indispensable for meeting problems and challenges in life and responding to life’s situation
2.3. Deepen the students’ spirituality through involvement to various religious activities
2.4. Hone students’ communication and leadership skills
2.5. Foster a strong sense of personal discipline
2.6. Promote health consciousness through various physical activities.

3. On Personnel

3.1. Intensify personnel development program towards developing service- and results- oriented personnel
3.2. Incorporate in the entry requirement for faculty the possession of 18 MA units

4. On Facilities

4.1. Provide adequate, well-equipped and well-maintained classrooms, rest rooms, audio-visual rooms, laboratory and library facilities.

Laboratory Elementary School

Mission

With the University’s motto in mind, “Laus Deo Semper”, the HAU-LES commits itself to provide quality basic education by forming pupils to be God loving individuals through the practice of Christian values in partnership with the family and the community.

It also commits itself to provide prospective teachers the training and experiences in the teaching-learning process.

Objectives

The Laboratory Elementary School of Holy Angel University aims to:

1. equip the child with basic knowledge, attitudes, and skills in preparation for
high school;
2. promote and strengthen moral Christian values;
3. provide opportunities for the development of a functionally literate, community- oriented, and environment friendly individual.
4. have a close coordination with the College of Arts, Sciences and Education in developing teachers who are professionally competent, morally upright for responsible and productive citizenry.

Graduate Attributes

The Holy Angel University Laboratory Elementary School pupils are known as God-loving individuals who put God first in everything they do and practice the Christian values of honesty, respect, humility, and love of country.

They are educationally competent learners equipped with academic skills and competencies needed for success in learning. Hence, they are effective communicators, logical and creative thinkers, musically inclined, people smart, self aware, body smart and nature lovers.

Moreso, they are socially aware and responsible individuals who are constantly involved in community life – in school, in the Church, and in the bigger society.
ORGANIZATIONAL CHART
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CODE OF PROFESSIONAL ETHICS

FACULTY

The achievement of the HAU's mission, goals and objectives depends significantly on faculty members who possess and manifest sound moral character, high ideals, professional competence, and understanding of human nature. On this premise, the following Code of Professional Ethics is set forth for the guidance of the HAU faculty members to highlight key provisions adopted from the Code of Ethics for Professional Teachers promulgated by the Board for Professional Teachers of the Philippine Regulatory Commission (Appendix 1).

Preamble

Teachers are professionals who possess dignity and reputation with high moral values as well as technical and professional competence in the practice of their noble profession, and they strictly adhere to, observe, and practice this set of ethical and moral principles, standards, and values.

The Teacher and the State

Section 1. The schools are the nurseries of the future citizens of the state; each teacher is a trustee of the cultural and educational heritage of the nation and is under obligation to transmit to learners such heritage as well as to elevate national morality, promote national pride, cultivate love of country, instill allegiance to the constitution and for all duly constituted authorities, and promote obedience to the laws of the state.

Section 2. Every teacher or school official shall actively help carry out the declared policies of the state, and shall take an oath to this effect.

Section 3. In the interest of the State and of the Filipino people as much as of his/her own, every teacher shall be physically, mentally and morally fit.

Section 4. Every teacher shall possess and actualize a full commitment and devotion to duty.

Section 5. A teacher shall not engage in the promotion of any political, religious, or other partisan interest contrary to the vision and mission of the institution, and shall not, directly or indirectly, solicit, require, collect, or receive any money or service or other valuable material from any person or entity for such purposes.

Section 6. Every teacher shall vote and shall exercise all other constitutional rights and responsibility.

Section 7. A teacher shall not use his/her position or official authority or influence to coerce any other person to follow any political course of action.

Section 8. Every teacher shall enjoy academic freedom and shall have privilege of expounding the product of his/her researches and investigations; provided that, if the results are inimical to the declared policies of the State, they shall be brought to the proper authorities for appropriate remedial action.
The Teacher and the Community

Section 1. A teacher is a facilitator of learning and of the development of the youth; he/she shall, therefore, render the best service by providing an environment conducive to such learning and growth.

Section 2. Every teacher shall provide leadership and initiative to actively participate in community movements for moral, social, educational, economic and civic betterment.

Section 3. Every teacher shall merit reasonable social recognition for which purpose he/she shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness, and other excesses, much less illicit relations.

Section 4. Every teacher shall live for and with the community and shall, therefore, study and understand local customs and traditions in order to have sympathetic attitude, therefore, refrain from disparaging the community.

Section 5. Every teacher shall help the school keep the people in the community informed about the school's work and accomplishments as well as its needs and problems.

Section 6. Every teacher is an intellectual leader in the community, especially in the barangay, and shall welcome the opportunity to provide such leadership when needed, to extend counseling services, as appropriate, and to actively be involved in matters affecting the welfare of the people.

Section 7. Every teacher shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with the people, individually or collectively.

Section 8. A teacher shall possess freedom to attend church and worships as appropriate, but shall not use his/her positions and influence to proselyte others.

A Teacher and the Profession

Section 1. Every teacher shall actively insure that teaching is the noblest profession, and shall manifest genuine enthusiasm and pride in teaching as a noble calling.

Section 2. Every teacher shall uphold the highest possible standards of quality education, shall make the best preparations for the career of teaching, and shall be at his/her best at all times and in the practice of his/her profession.

Section 3. Every teacher shall pursue such other studies as will improve his/her efficiency, enhance the prestige of the profession, and strengthen his/her competence, virtues, and productivity in order to be nationally and internationally competitive.

Section 4. Every teacher shall help, if duly authorized, to seek support from the school, but shall not make improper misrepresentations through personal advertisements and other questionable means.

Section 5. Every teacher shall use the teaching profession in a manner that makes it a dignified means for earning a decent living.
The Teachers and the Profession

Section 1. Teachers shall, at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, self-sacrifice for the common good, and full cooperation with colleagues. When the best interest of the learners, the school, or the profession is at stake in any controversy, teachers shall support one another.

Section 2. A teacher is not entitled to claim credit or work not of his/her own, and shall give due credit for the work of others which he/she may use.

Section 3. Before leaving his/her position, a teacher shall organize for whoever assumes the position such records and other data as are necessary to carry on the work.

Section 4. A teacher shall hold inviolate all confidential information concerning associates and the school, and shall not divulge to anyone documents which have not been officially released, or remove records from files without permission.

Section 5. It shall be the responsibility of every teacher to seek correctives for what may appear to be an unprofessional and unethical conduct of any associate. However, this may be done only if there is incontrovertible evidence for such conduct.

Section 6. A teacher may submit to the proper authorities any justifiable criticism against an associate, preferably in writing, without violating the right of the individual concerned.

Section 7. A teacher may apply for a vacant position for which he/she is qualified; provided that he/she respects the system of selection on the basis of merit and competence; provided, further, that all qualified candidates are given the opportunity to be considered.

The Teacher and Higher Authorities in the Profession

Section 1. Every teacher shall make it his/her duty to make an honest effort to understand and support the legitimate policies of the school and the administration regardless of personal feeling or private opinion and shall faithfully carry them out.

Section 2. A teacher shall not make any false accusations or charges against superiors and/or HAU, especially under anonymity. However, if there are valid charges, he/she should present such under oath to competent authority.

Section 3. A teacher shall transact all official business through channels except when special conditions warrant a different procedure, such as when special conditions are advocated but are opposed by immediate superiors, in which case, the teacher shall appeal directly to the appropriate higher authority.

Section 4. Every teacher, individually or as part of a group, has a right to seek redress against injustice to the administration and to the extent possible, shall raise grievances within acceptable democratic and lawful processes. In doing so, they shall avoid jeopardizing the interest and the welfare of learners whose right to learn must be respected.
Section 5. Every teacher has a right to invoke the principle that appointments, promotions, and transfer of teachers are made only on the basis of merit and needed in the interest of the service.

Section 6. A teacher who accepts a position assumes a contractual obligation to live up to his/her contract, assuming full knowledge of employment terms and conditions.

School Officials, Teachers, and Other Personnel

Section 1. All school officials shall at all times show professional courtesy, respect, helpfulness and sympathy towards teachers and other personnel, such practices being standards of effective school supervision, dignified administration, responsible leadership and enlightened direction.

Section 2. School officials, teachers, and other school personnel shall consider it their cooperative responsibility to formulate policies or introduce important changes in the system at all levels.

Section 3. School officials shall encourage and attend to the professional growth of all teachers under them such as recommending them for promotion, giving them due recognition for meritorious performance, and allowing them to participate in conferences in training programs.

Section 4. No school officials shall dismiss or recommend for dismissal a teacher or other subordinates except for cause.

The Teachers and Learners

Section 1. A teacher has a right and duty to determine the academic marks and the promotions of learners in the subjects or grades he/she handles, provided that such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint, teachers concerned shall immediately take appropriate actions, observing due process.

Section 2. A teacher shall recognize that the interest and welfare of learners are of first and foremost concern, and shall deal justifiably and impartially with each of them.

Section 3. Under no circumstance shall a teacher be prejudiced or discriminate against a learner.

Section 4. A teacher shall not accept favors or gifts from learners, their parents or others in their behalf in exchange for requested concessions, especially if undeserved.

Section 5. A teacher shall not accept, directly or indirectly, any remuneration from tutorials other than what is authorized for such service.

Section 6. A teacher shall base the evaluation of the learner’s work only in merit and quality of academic performance.

Section 7. A teacher shall not inflict corporal punishment on offending learners nor make deductions from their scholastic ratings as a punishment for acts which are clearly not manifestation of poor scholarship.
Section 8. A teacher shall ensure that conditions that contribute to the maximum development of learners are adequate, and shall extend needed assistance in preventing or solving learner’s problems and difficulties.

The Teachers and Parents

Section 1. Every teacher shall establish and maintain cordial relations with parents, and shall conduct himself/herself to merit their confidence and respect.

Section 2. Every teacher shall inform parents, through proper authorities, of the progress and deficiencies of learner under him/her, exercising utmost candor and tact in pointing out the learner's deficiencies and in seeking parent’s cooperation for the proper guidance and improvement of the learners.

Section 3. A teacher shall hear parent’s complaints with sympathy and understanding, and shall discourage unfair criticism.

The Teacher and Business

Section 1. A teacher shall maintain a good reputation with respect to his/her financial matters, such as, but not limited to, the settlement of his/her debts and loans and in arranging satisfactorily his/her private financial affairs.

Section 2. No teacher shall act, directly or indirectly, as agent of, or be financially interested in, any commercial venture which furnish textbooks and other school commodities in the purchase and disposal of which he/she can exercise official influence, except only when his/her assignment is inherently, related to such purchase and disposal; provided they shall be in accordance with the existing regulations; provided, further, that members of duly recognized teachers cooperatives may participate in the distribution and sale of such commodities.

The Teacher as a Person

Section 1. A teacher is, above all, a human being endowed with life for which it is the highest obligation to live with dignity at all times whether in school, in the home, or elsewhere.

Section 2. A teacher shall place a premium upon self-discipline as the primary principle of personal behavior in all relationships with others and in all situations.

Section 3. A teacher shall maintain at all times a dignified personality which could serve as a model worthy of emulation by learners, peers and all others.

Section 4. A teacher shall always recognize the Almighty God as guide of his/her own destiny and of the destinies of men and nations.

The Teacher and the University

Section 1. Every teacher is the University’s partner in all activities that will strengthen its operations, upgrade its standards and maintain its good image in the community.

Section 2. Mutual trust and respect, loyalty, self-sacrifice, willingness to help one another and share professional knowledge and experience with others should
characterize the relationship between and among the HAU teaching force and/or non-teaching personnel.

Section 3. The teacher should continuously strive to grow professionally by engaging in activities that will broaden his/her outlook and deepen his/her professional knowledge.

Section 4. Each faculty member is expected to uphold and to abide by the policies of the University and his/her own college or department specifically on matters pertaining to classroom discipline, conduct of examinations, submission of students' grades and accomplishments, and submission of required forms, documents and reports.

Section 5. The teacher must dress appropriately especially in school and when representing the school in external functions.

Section 6. Every teacher should conscientiously meet the terms and conditions of his/her employment and should give the Administration sufficient time to look for his/her replacement in case of plans of going on leave or resigning.

Section 7. Prior to leaving his/her post in the University, every teacher should clear himself/herself of all accountabilities with offices concerned.

Section 8. Professional ethics dictates that every member of the HAU faculty must:

a. protect one another’s personal integrity by avoiding discussion of the personal shortcomings and problems of fellow teachers, particularly in the presence of students;

b. act as model for one another by living the life of the professional who is a worthy bearer of the dignity and ethics expected in the teaching profession;

c. acknowledge and appreciate any form of assistance received from colleagues; and

d. not use vulgar language and anecdotes in and outside of the classroom either against the University, his/her co-employees, the learners or any member of the Community.

Section 9. When acting as substitute for a fellow faculty, the substitute teacher should follow as closely as possible the lessons given by the regular teachers, so continuity of and effective learning is facilitated.

Section 10. Out of consideration for the succeeding teachers who will use the same classroom, every faculty is expected to see to it that the room is clean and orderly before leaving it.

Section 11. A faculty member should never take advantage of students by:

a. collecting or borrowing money from them;

b. engaging in business with them inside the school premises;

c. making students do work for him/her, particularly domestic chores; and

d. soliciting sexual favors through word, deed or even insinuation, and making statements in class that denigrate students sexually or cause extreme embarrassment, even if these statements are intended not to be taken seriously.
Disciplinary Actions
Section 1. Any violation of any of the provision of the Code of Professional Ethics shall be sufficient ground for the imposition against the erring teacher of disciplinary action, which may range from written warning to termination depending on the gravity of the violation.

OTHER PROFESSIONALS
In addition to the above Code of Professional Ethics for the faculty members in all academic units, for the faculty who are governed by the Code of Professional Ethics promulgated in their respective professions, violations of their respective codes shall be sufficient ground for the imposition against the erring personnel of disciplinary action, which may range from written warning to termination depending on the gravity of the violation.
EMPLOYMENT CONDITIONS

RECRUITMENT

Hiring of faculty is the exclusive prerogative of the University. The processing of application is facilitated by the Human Resource Management Office (HRMO) to assist Department Heads in ensuring that a qualified faculty is hired based on established procedures.

TERMS OF EMPLOYMENT

1. Classification of Personnel According to Appointment

1.1. Category

a) **Faculty** – a teaching personnel assigned loads in any academic unit.

b) **Academic support staff (ASS)** – This is a position which is unique to academic institutions. Academic Personnel with no faculty status shall include those who perform certain prescribed academic functions directly supportive of teaching, such as but not limited to the librarians, guidance counselors, researchers and other related positions.

c) **Non-teaching personnel (NTP)** – A personnel whose regular job does not involve academic functions such as but not limited to office personnel; accounting, finance, or payroll staff; equipment, laboratory and computer technicians and programmers; field and maintenance personnel; among others.

1.2. Status of Appointment

a) **Substitute** - one who is employed to take the place of a faculty member on leave. The employment automatically ends upon the expiration of the period indicated in the contract.

b) **Fixed Period Teaching Contract Full-Time** - one whose teaching load assignment is considered contingent and is usually dependent on the requirements of the curriculum design and/or the nature and volume of student enrollment. Included in this classification are teaching personnel who do not possess the minimum educational qualification for teaching as provided by the relevant provisions of law and regulations promulgated by the proper government agencies (*i.e.*, CHED, etc.) and/or the University but renders full-time teaching load and schedule per week. The said teaching personnel are mandated to possess the minimum educational qualification within the period indicated in their employment contract.
c) **Non-Tenured Part-Time** – one who possesses the educational background and work experience for teaching and renders 3-12 teaching hours per week.

d) **Guest Lecturer** – one who has expertise in a given field of specialization, usually invited to render lecture hours in the University. Guest lecturer appointment cannot be converted to regular status and they are not employees of the University.

e) **Probationary** – one who performs a regular job, has a master’s degree, and whose term of appointment is definite due to the probationary status. The teaching contract for probationary faculty is renewed every semester subject to satisfactory evaluation and recommendation of the Dean. Notification of non-renewal of the probationary status shall be served through the Dean of College concerned.

f) **Permanent** – one whose term of appointment is continuous. Permanent status is earned after successfully fulfilling the requirements of probationary employment. A permanent employment carries the assurance of continuous employment until the age of retirement unless the faculty member resigns or is terminated for a cause.

A permanent faculty must have met the minimum academic qualifications prescribed by the University, CHED, TESDA and other concerned government agencies. He/She should devote his/her regular working day to the school and is not teaching full-time nor part-time in any other school. The completion of a graduate degree and research output are mandatory requirements for permanency. (Appendix 2)

### 1.3. Service Rendered by Faculty

a) **Full-time** – a faculty member whose working day is devoted to the University, has no full-time or part-time employment outside the University and who teaches a minimum load of eighteen (18) hours a week or a maximum load of twenty four (24) hours or its equivalent.

b) **Part-time** – one who teaches up to 12 hours per week and who may have at the same time other employment. Part-time faculty members who are government employees are required to submit a permit to teach from their office of employment.

### 2. Teaching Load

a) **Loading for the term**

Holy Angel University adheres to the rules and regulations of CHED on matters
of teaching loads of its faculty members. In college, the maximum teaching load of full-time instructors is twenty four (24) hours a week each term.

Teaching hours should not be more than eight (8) hours per day. Faculty must not have more than four (4) preparations except for those handling major subjects in the college department.

To maximize their efficiency, faculty members shall not be assigned, nor can they opt to teach, subjects outside their competence.

A full-time faculty member must be ready to accept a pre-arranged schedule prepared by his/her Dean. In the event that he/she refuses, the Dean is not obliged to give a replacement load. Other provisions for college faculty loading are discussed in Appendix 3.

b) Teaching Loads Outside Holy Angel University

Full-time employees may only teach (or work) outside the University if approved by the University President. If approved, the employee has to file his/her outside work, subject to verification by the HRM Office.

Any employee who violates this provision may be subject to disciplinary action, which may range from suspension to termination depending on the gravity of the violation.

c) Summer Loading

In general, the summer loads of a faculty shall not exceed one (1) load. This to ensure the delivery of quality instruction and to spread out the available loads to a bigger number of qualified faculty members.

The loading policy during the regular semester/term does not apply in summer; loading is at the discretion of the Dean. The availability of teaching loads, however, will depend on the number of students enrolling for the summer term.

Teachers intending to teach in summer shall accomplish the summer teaching survey form and submit these to the Dean on or before the scheduled deadline.

COMPENSATION

1. Salary

Faculty salaries for the tertiary level are computed per term on the basis of the teaching hours and the teaching rate. The rate of a faculty member is based on his/her academic rank and the level within the rank.
The monthly pay for tertiary level faculty is determined by the following formula:

\[
\text{Monthly pay} = \frac{\text{Teaching hours} \times \text{rate} \times 18 \text{ weeks (one semester)}}{5 \text{ months (semester)}}
\]

2. Summer Term Pay

Faculty members who teach during summer shall be paid the same rates they are entitled to on a regular semester or school year based on the following guidelines:

a. Compensation is guided by the principle of no work no pay;

b. Sick leave credits are not applicable during the summer term due to the briefness of time allotted;

c. Engineering laboratory sessions shall be paid on the same basis as in a regular semester, that is, actual contact hours; and

d. Summer Pay is included in the computation of 13th Month Pay, SSS, Philhealth and Pag-ibig Premium.

BENEFITS

The following are the benefits presently enjoyed by the HAU employees:

1. Leave Benefits

   a) Sick Leave

      Faculty

      A permanent faculty member is entitled to five (5) days sick leave with pay per semester, making a total of ten (10) days for the entire school year.

      The University may, at its discretion, require that Medical Certificate or any proof of illness be submitted in order for the sick leave to be credited.

   b) Maternity Leave

      Maternity leave benefits are extended to every faculty member who has rendered at least an aggregate of six (6) months of service for the last school year immediately preceding the date of expected delivery. In accordance with law, the maternity leave with pay from the Social Security System (SSS) that a female faculty member is entitled to is one hundred percent (100%) of her average daily salary for sixty (60) days, for normal delivery, or seventy eight (78) days, for
caesarean delivery. The University shall advance the payment of maternity leave benefits given by the Social Security System (SSS) subject to the following conditions:

i. Full reimbursement by the SSS;

ii. In case of an employee (teaching and non-teaching) holding two (2) or more appointments with the University, salary basis is the rate of full-time position; provided, however, that such rate shall not be more than the pay corresponding to twenty-four (24) units for college faculty; and

iii. Faculty members who have employment outside the University and who have claimed their SSS maternity benefits with the other employer are no longer entitled to claim the same SSS maternity benefits with the University.

c) Paternity Leave

Male faculty members are entitled to paternity leave in accordance with the provisions of the law. This leave is availed of during or after the delivery or miscarriage by a male employee’s legal spouse; provided that the total number of days shall not exceed seven (7) working days for each delivery or miscarriage. He is entitled to paternity leave for the first four (4) deliveries or miscarriage of his spouse, provided that he has notified his employer of the pregnancy of his wife and her expected date of delivery. This benefit shall be availed of not later than 60 days after the date of said delivery/miscarriage. In the event that the leave is not availed of, it shall not be converted to cash.

d) Bereavement Leave

The University grants five (5) days of bereavement leave with pay upon the death of an immediate member of the family. The immediate member is defined as follows:

- For single individuals: parents, unmarried brother/s or sister/s
- For married individuals: parents, spouse, and legitimate children

e) Leave of Absence Without Pay

Leave of absence without pay, not exceeding one (1) semester (5 months) for faculty may be granted upon application subject to the approval of the University President and only for legitimate purposes.

Leave of absence without pay beyond one (1) semester but not exceeding one (1) school year for faculty shall be subject to the approval of the University President and may be availed of only once. All requests for leave must comply
with established procedures of the University; otherwise, the same shall be construed as abandonment of work and serve as a ground for termination.

f) Study Leave

Regular full-time faculty members (limited to 2 grantees per year) shall be granted a study leave of one (1) semester with full pay, subject to the approval of the University President for purposes of completing post graduate theses and dissertations, or taking PRC board/bar examinations.

All requests for leaves must comply with the application procedures of the University.

Absences not covered by the above leaves are treated WITHOUT PAY and may serve as a ground for the imposition of disciplinary measures.

2. Thirteenth Month Pay

The thirteenth (13th) month pay granted by the University shall be in accordance with law, to be given as follows:

- 83.33% on or around November 15 for College faculty (January to October)
- 16.67% on or around December 15 for College faculty (November to December)

3. Christmas Bonus

A Christmas bonus equivalent to 100% of the annual average basic monthly salary, excluding summer teaching pay, is granted to all regular faculty to be released not later than December 15 of each year.

Newly permanent employees are granted a Christmas bonus equivalent to 50% of their average basic monthly salary effective on the date of permanency. One hundred percent (100%) of the average basic monthly salary for one (1) year shall be granted in the second year of permanency and thereafter.

The average basic monthly salary shall be determined by the following formula:

\[
\text{Average Basic Monthly Salary} = \frac{\text{Total basic salary 1st sem} + \text{Total basic salary 2nd sem} + \text{Total monthly vacation pay}}{12 \text{ (or 11 as the case may be) months}}
\]

4. Vacation Pay

The University shall grant an annual one-month vacation pay to faculty members upon permanency and a two-month vacation pay upon completion of two (2) years of permanency.
For the college faculty, the vacation pay is based on the average teaching loads for the two (2) semesters of the immediately preceding school year but not exceeding twenty-four (24) units per semester.

Actual service shall include leave of absence with pay (paternity leave, maternity leave, sick leave, official study leave, and bereavement leave). Vacation pay shall be given in two (2) payments within the month of April. Actual service does not include leave of absence without pay.

The faculty members are required to report during summer to work on their syllabi and other related instructional materials, faculty development activities and to help during enrollment periods. Vacation pay shall be given in two (2) payments within the month of April.

The monthly vacation pay shall be based on the following formula:

Monthly vacation pay = Ave. teaching load (max. 24 units per sem) x Rate x 3.6

5. Foundation Bonus

Permanent faculty receive a foundation bonus each year.

6. Birthday Gift

The University grants a cash gift to permanent employees, given during the celebrator’s birth month.

7. Rice Subsidy

Faculty receive a monthly rice subsidy upon one (1) year of permanency released at the end of each month.

8. Service Awards

The University grants service awards to faculty after ten (10) years of service and every five (5) years thereafter. The awards shall include a plaque of recognition and monetary consideration for every year of service.

9. Uniform Allowance

Every school year, the University grants a uniform allowance to permanent faculty and full-time faculty members who have taught in the University for four (4) consecutive semesters except those handling less than twelve (12) units. Part-time faculty members who are non-permanent can avail of the uniform allowance after teaching for four (4) consecutive semesters provided the actual load is at least twelve (12) units.
The yearly uniform allowance is released in June 30, as practiced. A uniform allowance committee is organized and convenes every second year to decide on the cost, color and design of a new set of uniform. The uniform cost is applied to the uniform allowance given for the year. Recommendations of the uniform allowance committee are submitted to the President for approval and implementation.

10. Health Insurance Plan

The University provides all regular faculty and a maximum of two (2) qualified dependents for each employee with Medical Insurance Plan coverage, which is non-transferable and non-cashable.

An Evaluation Committee is created to review and evaluate the performance of the contracted health provider, and deliberate on the proposals submitted by the other health providers for the succeeding year. Furthermore, it shall submit its recommendations to the University President.

11. Group Life Insurance

All faculty members of HAU are covered by a group life insurance policy the premium payment of which is fully shouldered by the University.

12. Educational Benefits/Assistance

The University is committed to the ideals of academic excellence. Hence, to attain this ideal, it continues to provide opportunities for personal and professional growth to permanent employees such as study leave with pay, tuition fee assistance in the form of discounts or non-interest bearing study loans, thesis and dissertation grants and thesis deloading. Applications to enjoy these benefits shall comply with the procedures duly established by the University.

13. Welcome Gift for the Newborn

The University grants a welcome gift for the newborn depending on the mode of delivery, excluding stillbirth and miscarriages. The requirements for the grant are as follows:

- For regular female and male employees
- Legitimate child
- Upon presentation of doctor’s/hospital certificate and birth certificate
- Maximum of 4 claims
14. Retirement Benefits

The University grants retirement benefits to permanent regular full time and regular part time faculty members who have to retire mandatorily upon reaching the age of sixty (60) years, or who opt to retire after serving the University continuously for twenty (20) years.

a) Optional Retirement

Any faculty member who has continuously served the University for twenty (20) years regardless of age may choose to retire from his/her position with the corresponding retirement benefits.

To give the HRMO sufficient time to process all necessary arrangements related to the retirement, a faculty member must officially inform the Administration in writing at least one (1) month before the effectivity date. The letter must be addressed to the University President.

The optional retirement pay shall be sixty percent (60%) of the monthly salary for every year of service, exclusive of employer's Provident Fund contribution.

b) Mandatory Retirement

All faculty members who reach the age of sixty (60) while employed with the University shall be granted mandatory retirement benefits.

The mandatory retirement pay shall be one (1) month pay for every year of service, inclusive of employer’s Provident Fund contribution. The basis of computation of the retirement benefits of faculty shall be the latest rate per unit and the average teaching load for the last five (5) years prior to retirement, but not to exceed twenty-four (24) units per year for college faculty.

Computation based on loads shall consider the following:

a. If deloading for a particular semester/school year is due to adjustment in curriculum as decided by management, the faculty is assured of twenty-four (24) units for that particular semester;

b. If deloading is due to faculty’s option, the actual load for that particular semester will be used;

c. If deloading is due to imposition of disciplinary action, the actual load for that particular semester will be used;

d. If deloading is due to the decline in enrollment, the actual load for that particular semester will be used; and
e. Any leave of absence within the last five (5) years prior to the year of retirement shall not be included in the computation.

All other benefits due to a member like the 13th month pay shall likewise be given upon retirement or separation.

Mandatory retirees shall receive a cash token based on the actual number of years of service over and above the computed mandatory retirement benefit package.

The dependent/s of mandatory retirees may continue to avail of allotted discounts in tuition fees until they finish the current curriculum year/s for High School or semester for College.

c) Employees Provident Retirement Plan

Permanent full-time and part-time faculty members are covered under the Employees Provident Retirement Plan where the University contributes an amount equivalent to 3.25% of the employees’ monthly salary.

15. Bereavement Benefits

The University extends financial assistance to all employees for the death of an immediate family member.

For married employees, the immediate family shall consist of parents, spouse and children. For single employees, the immediate family shall consist of parents and unmarried brothers and sisters.

16. Death Benefits

In case of death of a regular employee, the entitled beneficiaries shall collectively be entitled to a death benefit in cash value. In addition, the legal beneficiaries of a deceased employee who has served the University for fifteen (15) years or more shall collectively be entitled to the benefits that a deceased employee would have received under the optional retirement plan.

17. Government-Administered Benefits

a) Social Security System

Social Security System is a government agency which provides protection to the private sector worker and his/her family in case of certain contingencies. The benefits are: Sickness, Maternity, Disability, Retirement, Funeral, and Loans.
A monthly premium is deducted from the faculty member’s salary as his/her contribution to the said security plan. Likewise, the school gives its share to the monthly contributions. The amount of the faculty member’s contribution and that of the school are determined and scheduled by the SSS, and may change from time to time.

b) Employees Compensation

The ECC administers compensation and State Insurance Fund to promptly secure adequate compensation, medical and/or related benefits for covered members in the event of work-connected injuries, disability or death.

Qualified members are entitled to hospitalization benefits and medical care, as per P.D. 622.

The amount of contribution for member’s compensation is paid entirely by the school.

c) National Health Insurance Program (NHIP)

The NHIP aims to provide its members with a responsive benefit package. In view of this, the Philippine Health Insurance Corporation (PHILHEALTH) shall continuously endeavor to improve its benefit package to meet the needs of its members.

The benefits under the NHIP consist of the following:
- Inpatient hospital care
- Outpatient care
- Emergency and transfer services
- Such other health care services that PhilHealth determines to be appropriate and cost-effective.

A monthly premium is deducted from the member’s salary as his/her contribution to PhilHealth.

Likewise, the University also gives its share to the monthly contributions. The amount of the member’s contributions and that of school are determined and scheduled by PhilHealth, and may change from time to time.

d) PAG-IBIG Fund

PAG-IBIG Fund is a nationwide provident savings fund and a housing finance system for the Filipino workers.

All SSS and GSIS members who are earning at least four thousand pesos (P4,000) a month are mandated to join PAG-IBIG. Employees who are earning
less than four thousand pesos (P4,000) a month may join the fund on a voluntary basis.

The benefits under the PAG-IBIG Fund are:
- Multi-purpose loan
- Housing loan
- Provident Savings

18. Library Service

The University libraries provide a variety of reading materials, from those dealing with the employee’s profession to magazines and newspaper for leisurely reading.

19. Medical and Dental Service

The school’s medical and dental clinics are open from 7 AM to 9 PM, Mondays thru Friday and on Saturdays till 7:30 PM. Employees can avail of first-aid treatment and emergency medication. School physicians and dentists also conduct free check-up and give referrals to specialists when necessary.

20. Social and Athletic Services

To create a friendly, personal and informal relationship among employees and promote good health and morale, HAU sponsors social and athletics activities such as Christmas parties, sports fest, team building activities, wellness programs and other social gatherings.

21. Spiritual Services

The University Chaplain attends to the spiritual needs of the school community. He celebrates Mass daily and hears confessions regularly at the Chapel of the Holy Guardian Angel. Those who need spiritual guidance may see him at the Campus Ministry Office. The Chaplain also conducts recollections for students and personnel and other para-liturgical services, as well as train and commission student catechists to teach in public schools.

22. Development/Training Program

Whenever possible, the University offers on-the-job seminars and workshops to equip employees with better skills and knowledge necessary to their work. Also, selected employees are sent to seminars outside the school.

23. Multipurpose Cooperative

The University allows permanent faculty and NTP/ASS to operate one duly recognized independent Multipurpose Cooperative within the University premises, subject to the following conditions:
a. It must be officially registered with the appropriate government agencies;
b. It must be run professionally and competently, like any other business;
c. It must pay space rental fee to the University; and
d. It must pay for its utilities.
DUTIES AND RESPONSIBILITIES

A. INSTRUCTION

To achieve its mission of good quality Catholic education, Holy Angel University adopts the following policies:

1. Faculty Responsibility

   Prior to Opening

   Prior to opening of each school year/semester and/or summer term, each faculty member is required to:

   - personally communicate with the Dean of College for important announcements and/or information relevant to faculty meetings, first day of classes, and other matters vital to the opening of classes; and

   - personally secure subject loads at the Dean’s Office on the official date of issuance. Date of issuance is posted in the bulletin board of the academic unit.

   Start of/During the Term

   At the beginning of the school year/semester and/or summer term, every faculty member is required to:

   - follow strictly his/her class schedule and room assignment as reflected in the subject loads;

   - attend his/her classes promptly and regularly;

   - promptly report to the Dean any conflict in schedule with other faculty members;

   - give orientation to his/her students on class and other academic policies, use of the library and other University facilities, including introducing oneself, in order to make University life for the students more meaningful, enjoyable and easy to adjust to;

   - check the attendance of students in the class against the official list in the CAMPUS++, call the attention of students attending the class whose names do not appear in the official class list and report the same to the respective Dean’s Office;
• submit grades and other administrative requirements for the term/grading period;

• provide students regular feedback of their class performance;

• dismiss his/her classes on time.

• assign a beadle for each of his/her classes;

• check the pre-requisites of the subject(s) enrolled in by the students; advise students to report non-compliance at the Dean’s Office; and

• begin and end his/her classes with a prayer.

Any change in the classroom/class schedules needs prior approval by the Dean who in turn will officially notify the Academic Affairs Office, HRMO and ITS Office on the approved change.

End of the Term

At the end of the term, the faculty member is required to:

• attend a meeting with the Dean and the chairperson/coordinator for the deliberation of students’ grades;

• input the student’s final grades through CAMPUS++ on the specified period. The printout of the final grades signed by the faculty member will then be submitted at the Dean’s Offices together with the photocopy of the class record, final examination papers and other requirements as may be specified by the College Dean on or before the specified deadline; and

• have the clearance processed.

2. Faculty Attendance

The Class Beadle System is adopted by the University as the faculty attendance monitoring scheme for college faculty to optimize class contact time towards meaningful learning interactions within the classroom through the assignment by the faculty or the Dean of a Class Beadle to assist mainly in recording faculty attendance and in other class-related tasks. The faculty attendance is recorded using the Class Beadle Report Form (CBRF). Please refer to Appendix 4 for the Guidelines on the Class Beadle System.
a) Absences

Every faculty member should meet his/her classes regularly at the assigned official schedule and classroom. Please refer to Appendix 5 for the guidelines on the University Policy pertaining to faculty attendance.

If for some reasons related to illness/hospitalization, a faculty member has to be absent from his/her class(es), he/she should accomplish a “Request for Leave” (RFL) form and should notify his/her Dean at least forty eight (48) hours before to give the latter sufficient time to look for a substitute. An initial diagnosis/medical certificate from a private physician or certification from the University physician is required to be attached to the RFL. In case of unforeseen absence due to illness/hospitalization, the faculty or an immediate family member should notify his/her Dean/Chairperson within the first day of absence by phone, text message or letter so that his/her chairperson will file an RFL on his/her behalf and arrange a substitute/substitutes for his/her classes. Upon return to work, a faculty will accomplish a “Report to Duty” Form and submit a medical certificate within three (3) working days upon his/her return or within three (3) days from the first day of absence, whichever is earlier. Late filing can be basis for disapproval.

In case of unforeseen absences other than illness, the faculty should notify his/her immediate superior within the day through phone, text message or letter so that the Dean/Chair may look for a substitute. He is then required to accomplish the “Request for Leave” (RFL) form and other requirements within three (3) days upon his/her return or within three (3) days from the first day of absence, whichever is earlier. Late filing can be a basis for disapproval.

The Dean shall officially notify his/her respective faculty each time they incur cumulative unexcused absences equivalent to ten percent (10%) or above within the semester as reflected in the Faculty Absences Report furnished by the HRMO. This notification serves as a warning letter to the faculty concerned.

Faculty members who incurred cumulative unexcused absences ten percent (10%) or above for a semester will be deloaded and/or terminated on the immediately succeeding semester as follows:

**College Faculty**

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% - 14%</td>
<td>3 units</td>
<td>6 units</td>
</tr>
<tr>
<td>15% and above</td>
<td>6 units</td>
<td>9 units</td>
</tr>
</tbody>
</table>
b) **Tardiness**

Tardiness means the failure of a faculty member to attend his/her class on time, that is, within the first fifteen (15) minutes of the class. If he/she arrives after the 15th minute, he/she shall be considered absent, even if he/she comes and conducts the class.

A faculty member shall be deducted based on the actual number of minutes late. See **Appendix 6** for details on deduction.

College students have the right to leave the classroom after fifteen (15) minutes if the faculty has not reported to class.

During evening brownouts, the faculty may dismiss the class if power is not restored after fifteen (15) minutes for those classes held in buildings without generators.

Tardiness may be a ground for the imposition of disciplinary measure, ranging from written warning to termination depending on the gravity of the tardiness.

c) **Early Dismissal**

Early Dismissal refers to the failure of the faculty member to render the full duration of the class period, that is, dismissing the class one (1) minute to fifteen (15) minutes before the official end of the class session. If he dismisses the class sixteen (16) minutes or more before the official end of the class period, he shall be considered absent.

A faculty member shall be deducted based on the actual number of minutes of early dismissal. Please see **Appendix 6** for details on deduction.

d) **Faculty on “Official Business”**

When a faculty member cannot meet his/her class(es) due to official business i.e., attendance to conferences/seminar-workshops sponsored by the University or a function as may be assigned by the Dean, he/she is required to file an Official Business (OB) form which contains, among other information, the details of the official business and the schedule of the make-up classes.

e) **Faculty Substitute**

A faculty member must notify his/her Chairperson regarding his/her absences so that the latter can look for substitutes. Substitution arrangements filed by the Chairperson are subject to the recommending approval of the Dean and the approval of the Vice President for Academic Affairs.
In looking for a substitute faculty, the following are to be observed:

- The substitute must be taken from those who have undergone the hiring procedure.

- He/She must have the same field of specialization as that of the faculty being substituted.

- Chairpersons and coordinators in the College Department may substitute for faculty members, charged against office hours.

- The substitute shall continue until the end of the semester if the faculty substituted does not report back to work earlier than two (2) weeks before the end of the semester, and shall be given the responsibility to administer final examinations and compute for the final grades.

**f) Attendance of Faculty Involved in Student Activities**

If a faculty member is involved in student activities, he/she/organizer seeks the approval of the Dean of his/her involvement. Attendance to said activity is reflected thru the CBRF/report on biometric system or appropriate form.

**g) Faculty Beadle Account**

The college faculty has to create his/her beadle faculty account using the link for the Online University Beadle System managed by ITS. This enables the faculty to access his/her attendance and accomplished CBRFs that have been processed and used as basis for faculty attendance report submitted to academic heads and to Payroll Office for appropriate action. Please refer to Appendix 7 for the creation of a Faculty Beadle Account.

**h) Make-up Classes**

College faculty members who incur absences are advised to conduct make-up classes except on Sundays to compensate for the loss of contact hours of students. The RFL form is used to report make-up classes and is submitted at the Dean’s Office before such classes are held. (Please see Appendices 8 and 9 on this)

**3. Class Period**

The class period consists of the entire duration of a particular class in accordance with the time prescribed by CHED. It begins and ends with a prayer.
Every faculty member is expected to be punctual in starting and in dismissing his/her classes. Faculty tardiness and early dismissal are being monitored.

4. Faculty/Departmental Meeting

Faculty members are required to attend meetings called by the Dean or Department Chairs. Faculty meetings are treated as academic hours and administrative responsibility and, therefore, absences from such meetings shall be subject to existing rules of faculty absences.

For one belonging to a college but under a department based in another college, the Dean of the department shall notify/request the faculty’s Dean to excuse the said faculty from his/her classes.

5. Instructional Policies

a) Classroom Management

The faculty member is the person in command in the classroom. As such, he/she should observe professional conduct during classes. He/She should refrain from smoking, eating or performing distracting activities in the classroom during class or examination. He/She should likewise refrain from using vulgar language and uttering libelous statements during class and/or examination. The faculty member is in-charge of maintaining a classroom atmosphere conducive to learning.

Persons other than students officially enrolled in the class are not allowed in the classroom. Visitors/Parents should not be entertained inside or outside the classroom during a class period. Meeting with parents should be done during consultation period.

Violation of the above rules may serve as a ground for the imposition of disciplinary measures by the University.

b) Checking of Students’ Attendance

Faculty members should be faithful in following up student absences. To facilitate the checking of attendance, a seat plan devised for HAU should be used in every class.

No student, regardless of his/her academic performance in the classroom, should be given credit for the subject(s) in which the number of absences has exceeded the twenty percent (20%) limit of the total number of meetings as per CHED regulation:
For Colleges’ Regular Semester:

For subjects held 1x a week, a maximum of 3 absences.
For subjects held 2x a week, a maximum of 7 absences.
For subjects held 3x a week, a maximum of 10 absences.
For subjects held 4x a week, a maximum of 14 absences.

For Colleges’ Summer Term

Three to five (3-5) absences for three- to six- (3-6) unit subjects and two (2) absences for two- (2) unit subjects.

Students enrolled in subjects on modular arrangement should not incur absences beyond twenty percent (20%) limit.

c) Textbooks, Reference Books, and Instructional Materials

Every faculty member must prescribe a duly approved textbook for his/her subject. If the textbook is not available, a faculty member may recommend to the Faculty Library Committee the purchase of copies of the book for the Library, or may use instructional materials but with prior approval of the Dean.

For books sold to students, faculty members are advised to refer the matter to the Institute for Small Scale Industries (ISSI) office.

Prior to the start of the semester/school year, each faculty member shall confer with his/her Department Chair for coordination with the Librarian for the use of the reference books.

d) Examinations

Regular Examinations

For the Colleges, there are three (3) major examinations scheduled during the semester: preliminary, mid-term and final examinations. These are accordingly announced in the school calendar.

Prior to the holding of each regular examination, a schedule form is prepared by the Department/Program Chair and submitted to the Dean for approval. The Dean submits the exam schedule to the HRMO. No test shall be conducted outside the scheduled dates and the specified venue without prior approval from the Dean.

Examination Papers

Schedules for the reproduction and claiming of test papers in each major
examination for the College units are announced by the Dean’s Office. The faculty members, therefore, shall coordinate with their respective Dean for such schedules.

**Examination Permits**

A student is obliged to secure an examination permit from the Finance Office prior to the taking of examinations. Examination permits should be checked by the faculty members/proctors during the examination.

**Administration of Examinations**

It is the responsibility of every faculty member to administer his/her examinations. Only under extremely unavoidable circumstances and with prior approval of the Dean may a substitute proctor be allowed to administer an examination.

In case of departmental examinations, the College assigns proctors to assist the faculty in the administration of the examinations.

**Checking of Papers**

The faculty members should personally correct the examination papers. Corrected papers should be returned to the students (or at least shown to them), five (5) days after the examination, except the final examinations which are submitted at the Dean’s Office.

**Special Examinations**

Late or special examinations may be given to students who fail to take the test on the scheduled date only in extremely meritorious cases. An excuse letter prepared by the student/parent/guardian and duly approved by the Dean is required prior to administration of the special exam.

For humanitarian consideration and in view of the difficulty in administering special examinations during vacation, a student without a permit for the Final Examinations may be allowed to take them but his/her grades will not be issued by the University until he/she has settled his/her accounts.

**Cheating In Examinations**

Cheating is never tolerated in the University and every effort should be exerted to prevent it. Any student, who in the course of the examination is caught cheating, should be apprehended on the spot by the faculty member and reported to the Chairperson.
Likewise, to help prevent cheating, no student shall be allowed to leave after the test questions have been distributed except in cases of extreme necessity. Please see Appendix 10 on this matter.

6. Grading System

The University follows the decimal system of grading with final grades accessed online by the students through the university’s information system (CAMPUS++). The tables below are used for the interpretation of grades in comparison with other schools.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Letter Grade</th>
<th>Percentage Grade</th>
<th>General Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>A</td>
<td>97 – above</td>
<td>Outstanding</td>
</tr>
<tr>
<td>1.25</td>
<td>A-</td>
<td>94 – 96</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.5</td>
<td>B+</td>
<td>91 – 93</td>
<td>Superior</td>
</tr>
<tr>
<td>1.75</td>
<td>B</td>
<td>88 – 90</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.00</td>
<td>B-</td>
<td>85 – 87</td>
<td>Good</td>
</tr>
<tr>
<td>2.25</td>
<td>C+</td>
<td>82 – 84</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>2.5</td>
<td>C</td>
<td>79 – 81</td>
<td>Fairly Satisfactory</td>
</tr>
<tr>
<td>2.75</td>
<td>C-</td>
<td>76 -78</td>
<td>Fair</td>
</tr>
<tr>
<td>3.0</td>
<td>D</td>
<td>75</td>
<td>Passed</td>
</tr>
<tr>
<td>5.0</td>
<td>F</td>
<td>Below 75</td>
<td>Failed</td>
</tr>
<tr>
<td>6.0</td>
<td>F.A.</td>
<td></td>
<td>Failure due to absences</td>
</tr>
<tr>
<td>8.0</td>
<td>U.W.</td>
<td></td>
<td>Unauthorized Withdrawal</td>
</tr>
<tr>
<td>9.0</td>
<td>DRP</td>
<td></td>
<td>Officially Dropped</td>
</tr>
</tbody>
</table>

In accordance with Article 15, section 83 of the Manual of Regulations for Private Schools Annotated (First Edition, 1995), any provisional, conditional or temporary grade given at the end of the semestral term in any curriculum subject which is still subject to conversion into another grade shall not be allowed.

A student’s rating or grade in a subject is a reflection of his/her academic performance or class standing which is the weighted average of the sum total of all requirements of the course such as recitations, quizzes, examinations, homework, seatwork, experiments, laboratory work, reports, research papers, etc.

The faculty member must keep a class record of students’ ratings for ready reference in forms or media acceptable to the University.

Computation of grades is mainly based on academic performance and achievement of a student and follows the Department’s grading parameters, and set by a standardized application through the university’s information system (CAMPUS++). Course requirements and other class work missed during an absence become the academic responsibility of students.
In the College Department, excessive absences beyond the maximum number allowed by the CHED (20% of total required hours), a mark of “FA” (Failure due to Absences) is given to the student concerned.

a) Preliminary and Mid-term Grades

Faculty members should inform their students of their preliminary and mid-term grades so appropriate remedial measures can be taken by students to improve their academic standing.

b) Deliberation of Grades

Faculty members should attend the deliberation of grades conducted per department by the program/department chairperson and the Dean before they finalize their final grades in CAMPUS++. A deliberation form must be accomplished and must be submitted to the Dean’s Office as a requirement for clearance.

c) Submission of Grades

Every faculty member is required to submit the preliminary, mid-term and final grades at the Dean’s Office within five (5) working days after the scheduled examinations. Likewise, he/she should inform his/her students of their preliminary and mid-term grades so appropriate remedial measures can be taken by students to improve their academic standing.

“Submission” is defined as the finalization of the preliminary, mid-term or final grade for each and every student in a class using the College Class Record Application in CAMPUS++. “Full compliance of grade submission” refers to a faculty’s submission of all final grades for all classes assigned to him/her before the deadline. The Deans will issue warning letters to faculty members for late submission of preliminary, mid-term and final grades. Please refer to the Table of Offenses for the corresponding sanctions.

d) Request for Change of Final Grades Already Submitted

Final grades submitted by the faculty members are final except when correction is justified and with supporting documents.

A change of grade in the college level will only be allowed in these circumstances: (1) an error in the computation of student’s grades; (2) an error in inputting student’s grades; and (3) incomplete course requirements in Practicum/RLE/Research.
The request for a change of grade must be made within two (2) semesters/terms from the issuance of the final grade except when the student dropped from the University five (5) days from issuance of grades.

When a student requests for a change of grade based on the circumstances mentioned, a faculty member shall write the Dean a request for a change of grade and shall attach supporting documents. If the Dean finds the request meritorious, he/she shall recommend the approval of the request to the VPAA.

On the other hand, an Academic Standards Committee shall be formed due to the following circumstances:

- The request cannot be resolved by the faculty or the faculty is unavailable;
- The grade will be changed from a “failing mark” to a “passing mark”; or,
- The change of grade will qualify the student for honors.

The committee shall be composed of at least three (3) members with the College Dean as the Chairman and two (2) or more Department Chairs/Coordinators which will be tasked to review and to deliberate the grade of the requesting student. The committee will convene en banc and will do an actual recomputation of the grade based on the class record, test papers, grading sheets and other documents submitted by the faculty concerned.

The Dean must inform the student five (5) days after the receipt of the request the decision of the committee in writing whether the decision is favorable or not. Supporting documents and computations shall be attached to the written decision.

7. Clearance

At the end of the term/semester/school year, the faculty members are required to go through the process of clearance, which when complied with becomes the basis for the release of the final paycheck. The clearance serves as the formal closure for the completed term and strongly signifies the faculty’s continuing commitment and readiness to teach for the next term. Faculty members are reminded to complete their clearance at the end of each term.

8. Supervision

The acceptance of the appointment to the teaching staff of Holy Angel University implies the appointee’s willingness to uphold the standards set by the University and to abide by the policies, rules and regulations governing its system of
administration. To determine properly the merits of deserving faculty members and to encourage devotion to duty, the Dean, Department Chair and the Subject Area Coordinator concerned make periodic classroom observation on teaching approaches and the response of students. Faculty members on probation may expect to have more frequent visits than those with permanent status.

The primary objective of classroom observation or visitations is to help both the instructors/teachers and the students so that the educational objectives of the University may be realized. After the classroom observation and evaluation, the faculty member concerned will be called for a post-observation conference by the Dean and/or Department Chair.

9. Faculty Evaluation

Faculty members are evaluated by their superiors on two (2) aspects: teaching performance and administrative responsibilities. The teaching performance covers their teaching effectiveness in the classroom as evaluated by the Dean/Department Chairs/Coordinators in the tertiary level. The administrative responsibilities include compliance with school regulations and other administrative requirements.

They are also evaluated by their students and peers every semester. The peer evaluation is intended to assess their ability to work harmoniously with their colleagues.

Results of such evaluation may be used for supervision, lifting of probation, promotion, input to faculty development planning, and basis for separation and termination.

Deans shall evaluate all probationary, fixed term, and non-tenured faculty members within their college on a semestral basis. They shall evaluate regular faculty members on a yearly basis. Chairpersons and coordinators shall evaluate all faculty members under their supervision on a semestral basis. Classroom observation shall be the main mode of evaluation. A post-conference must be done at the end of each observation.

The performance efficiency rating of the faculty is based on the following distribution:

<table>
<thead>
<tr>
<th></th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean</td>
<td>35%</td>
</tr>
<tr>
<td>Department Chair</td>
<td>30%</td>
</tr>
<tr>
<td>Peer</td>
<td>10%</td>
</tr>
<tr>
<td>Students</td>
<td>25%</td>
</tr>
<tr>
<td>Weighted Score</td>
<td>100%</td>
</tr>
</tbody>
</table>
10. Educational Tours, Field Trips and Other Off-Campus Activities

Holy Angel University recognizes the value of educational tours, field trips and other off-campus activities to vitalize classroom instruction and to add realism to school experiences. These activities should be conducted in accordance with CHED Memorandum Order #17 s. 2012: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students (Appendix 11) and the university policies on educational tours, field trips, and off-campus activities (Appendix 12).

All requests for educational or field trips must be arranged with the Holy Angel Travel Services (HATS). HATS was established to serve the University community’s need for trips that do attain learning objectives at the lowest standardized rates possible, and at the same time, provide training opportunities to our very own Tourism students. It seeks to deliver the same, if not better, professional service extended by other providers in the industry.

In a few cases where the demands of a particular tour are beyond the current level of HATS’ technical or economic expertise, the services of an outside agency may be tapped but only after the conduct of a bidding process administered by HATS itself, with the possible assistance of any school official the University may designate. Transactions with, and supervision of, the winning bidder will then still be through HATS.

No tours/trips shall be allowed one (1) week before the major exams.

The University does not officially sanction the conduct of trips for pleasure and socialization like picnics, excursions, and outings outside the school calendar and within school calendar which have no connection with classroom instruction. Appropriate disciplinary measures will have to be meted out to faculty who undertake or participate in such activities.

B. CONSULTATION

Faculty members are required to provide consultation hours for students in their academic problems and give academic counseling. Consultation hours shall be at least ten (10) hours per week for full-time faculty members and at least fifteen (15) minutes for every 3-unit load for non-tenured faculty. The consultation hours and venue should be posted in the college/department bulletin boards for the information of the students.

C. ADMINISTRATIVE RESPONSIBILITIES

Every faculty member should support and carry out the policies of the University. He should fulfill conscientiously the terms of the contract. As such, he/she is expected to:
• Attend faculty meetings and other University functions such as graduation exercises, faculty retreats or recollections, in-service trainings, seminars and other activities for professional growth, recognition ceremonies, First Friday masses, planning-related activities

• Extend his/her full participation in activities intended to study or evaluate existing policies and regulations, to formulate new ones, to discuss proposed regulations and to solve academic or non-academic problems;

• Serve in councils and committees and participate in academic planning and other duties that the Department Chair, Dean, Vice President of Academic Affairs and University President may deem fit;

• Together with their Chairpersons, work on the syllabi and instructional materials for the regular semesters/school year;

• Represent the University in community projects and organizations;

• Serve during the enrollment in any of the following capacity: as evaluator, verifier of data entry staff;

• Accompany, assist and lead students to the activity and back to the classroom after every activity; and

• Observe and abide by all existing rules, regulations and policies of the University governing his/her employment.

Failure to comply with the above responsibilities may serve as a ground for demotion and/or imposition of disciplinary measures.

D. PROFESSIONAL RESPONSIBILITIES

1. Professional Competence and Development

   Every member of HAU’s corps of faculty should upgrade his/her professional competence. A faculty member should keep abreast with the latest developments in the areas of general education and of his/her specialization to be able to give a well-rounded instruction to his/her students.

   He/She is called upon to continuously strive for academic excellence and professional growth by means of:

   • pursuing and completing graduate studies;
• attendance/participation in seminars, conferences, conventions, and symposia;

• participation and membership in professional societies or organizations;

• undertaking of and participating in research projects/activities; and

• continuous studying and learning through reading of books, professional journals, and other materials.

2. Catholic Professionalism

As a faculty member of a Catholic educational institution, each faculty/teacher is expected to live an exemplary professional Catholic life so he/she may become a model for his/her students and the academic community as a whole.

Each faculty member should always be conscious of the fact that teacher’s personality and behavior exert tremendous influence on the private and religious life of the students. As such, every faculty member of HAU is expected to live a Christian life nurtured by a profound sacramental life, prayer and active apostolate.

3. Research

Research differentiates the basic education levels from higher education since colleges and universities are considered as major sources of knowledge and innovations generated through the research activities of professors and their students. The CHED envisions research as the venue whereby faculty members may acquire professorial status through the quality of their research undertakings and their extensive contributions to the body of knowledge in their respective disciplines. Faculty members are also expected to inspire their students in continuously generating as well as utilizing knowledge and experience for the development of the individual and society.

4. Community Involvement

The Institutional Community Extension Service Program (ICESP) provides opportunities for faculty to grow professionally and personally through community extension activities. Faculty members may serve as:

• extension project planner and implementor;
• coordinator for a particular extension project;
• committee chairman or member of particular community extension activity;
• lecturer or trainor in the community;
• participant in free clinic, tree planting, Christmas treat for disadvantaged individuals and other civic oriented activities; and
• solicitor/contributor for funds and other resources as well as relief and donations.

Faculty members are therefore strongly encouraged to undertake community service at the college/department or institutional level. A faculty community service coordinator is designated in each academic unit to assist faculty members who are interested in undertaking community service. (Appendix 13)

5. Organization Advising

Accredited student organizations, advisory classes, student councils and publications usually request faculty members to act as advisers/moderators.

When an instructor/teacher, however, becomes the adviser/moderator of a student group, it is understood that he accepts the responsibilities of a faculty adviser/moderator including accompanying students in off-campus activities, attending meetings, signing letters and documents, and providing guidance and inspiration.

CODE OF CONFIDENTIALITY

Confidential information is defined as proprietary (owning or holding exclusive rights to something) or non-public oral and written information or machine readable information belonging to the University accessible to an employee through the course of their employment at the University.

Confidential information (verbal, written, or machine readable) that is accessible to employees through the course of their employment at the University, is proprietary or non-public information of the University, and is considered confidential. All confidential information should be maintained by all employees in a manner which ensures its privacy and safety.

During the course of employment, employees may have access to confidential information. Information should be solely used for the purposes of performing his/her various services for the University and for no other purpose. Employees should not use confidential information in any manner that is detrimental to the competitive advantage of, or otherwise adverse or disadvantageous to the University. Employees shall not disclose any confidential information related to University matters to any unauthorized person. Employees should take all reasonable steps to protect confidential information from disclosure (e.g., passwords, computer files, student records, fact-finding committee hearing reports/results, human resources documents, psychological tests, legal documents, evaluation results, financial documents, departmental and strategic plans, feasibility studies, construction plans, etc.). Employees should not electronically forward or store confidential information so as to give access to those who does not have a legitimate need for said information. It is not appropriate to have discussions about
confidential information in open areas (e.g. cafeteria, hallways, etc.) where individuals who should not know such information could overhear the conversation. Unauthorized access and use of confidential information for whatever purpose/intent is also prohibited.

University employees who violate this policy shall be subjected to disciplinary action with a penalty ranging from written reprimand to termination depending on the gravity of the case.

A separate Confidentiality and Non-Disclosure Agreement shall be signed by employees upon their appointment as Management Staff or Confidential Employee. This Agreement is in addition to the confidentiality clause included in an employment contract.

OTHER POLICIES ON WORKPLACE CONDUCT

The University expects its employees to accept certain responsibilities, adhere to acceptable principles in matters of personal conduct and exhibit a high degree of personal integrity at all times. This not only involves a sincere respect for the rights and feelings of others, but also demands that both while at work and in their personal lives, employees refrain from behavior that might be harmful to the employees, co-workers, or the University. An employee should observe the highest standards of professionalism at all times.

The Code of Conduct is therefore adopted to prescribe work ethics and standards for the employees of the University which will not only be conducive to efficiency at the workplace, but enhance and safeguard the corporate image of the University as well.

While the Code defines the offenses as well as the corresponding disciplinary measure, its overall intent is to prevent the infraction rather than the administration of the disciplinary measure.

The Provisions of this code shall apply to all employees.

A. Dress Code

All employees are expected to present a professional appearance in the conduct of their work. They are required to follow a dress code. The prescribed uniform and I.D. should be worn at all times. (see Appendix 14)

B. No Smoking Policy

This no smoking policy seeks to guarantee non-smokers the right to work in an environment free of tobacco smoke. All premises in the University are designated smoke-free starting SY 2004-2005 (June 2004).
Tobacco means cigarettes, cigars, cheroots, stories, periques, granulated, electronic cigar, lug cut, crimp cut, ready rubbed and other smoking tobacco; snuff, snuff flour, Cavendish, plug and twist tobacco, fine-cut and other chewing tobaccos; shorts, refuse, scraps, clippings, cuttings and sweepings of tobacco; and other types of tobacco prepared or suitable for chewing or smoking in a cigarette, pipe or otherwise for both chewing and smoking. Tobacco also includes cloves or any other product that is packaged for smoking.

Smoking, chewing or other use of tobacco products by teachers, staff, students and members of the public shall be prohibited while inside the campus. The ban on the use of tobacco products shall apply to the buildings, vehicles and grounds of Administration and all support sites.

Sanctions in the Enforcement of the No Smoking Policy

All employees are expected to comply with the University’s No Smoking Policy. Sanctions in the enforcement of this policy shall form part of the employee’s performance evaluation by superior through the merit/demerit system. The extent of compliance shall be rated based on historical data, nature and discipline evaluation records of the employee relative to smoking, wearing of uniform and ID card, attendance and other similar policies.

Employee offense observed/recorded by the immediate superior is equivalent to five (5) to twenty (20) points demerit/deduction on the total points assigned to a particular performance factor under the Performance Evaluation policy. For the No Smoking Policy, the following sanctions shall apply:

**First Offense:** Verbal Warning. Employee will be counseled by his/her immediate superior upon receipt of notice of offense based on two (2) incident reports filed at the HRMO (5 points).

**Second Offense:** Written Reprimand. Repeat offenders will be required to actively join and participate in a HAU No Smoking Support Group Program with their written reprimand filed in their respective employee’s folder. Evidence of attendance and completion of the said program must be reported by the employee to his/her immediate superior who will then submit the same to the HRMO for consideration in the University’s Recognition Program (10 points)

**Third Offense:** Suspension without pay.

**Fourth Offense:** Termination from employment.

C. Workplace Etiquette

The practice of visiting offices during office hours without valid business is discouraged. This kind of socializing hampers proper discipline and disturbs those
who have work to do.

Whenever possible, personal phone calls should be done during the lunch hour or work breaks. If it is necessary to make or receive a personal call during business hours, such calls should be kept as short as possible. Telephone lines are to be kept free for business calls.

The volume when listening to music should be kept low so as not to distract others.

Violation of this policy may merit the imposition of disciplinary measures.

D. Customer Service

Employees of HAU shall at all times be civil, orderly and courteous in their conduct and demeanor towards the community and the public. Each employee should treat other employees and the members of the public with respect and efficiently provide responses to their inquiries and request.

When an employee is uncertain of the correct response to an inquiry or request from the public, he/she should refer the inquiry to the individual or the department which can provide the most satisfactory response to the inquiry. It is better to admit lack of knowledge than to provide erroneous information.

Personal appearance means how you dress, how neat you are, and your personal cleanliness standards. Your personal appearance can influence what customers and visitors think about HAU.

E. Wearing of ID

The ID should be worn at all times inside the campus. The ID is surrendered upon termination of employment or upon resignation, retirement from employment.

F. Housekeeping

The employee is responsible in keeping his/her work area and surrounding areas clean and orderly at all times. Eating at the workstation is not allowed.

G. Activities and transactions other than the designated official functions

As an educational institution, the University is vested with the social responsibility of conveying and promoting values, attitudes and behavior that prepare the students to be responsible members of society. Faculty members and employees, above all, are expected to provide modeling behavior such that students shall bear true witnesses of the values propagated by the University.
Employees are governed by the policy on activities other than their designated official functions (Appendix 15) that provide guidance on acceptable behavior.

H. Use of Alcohol

The consumption of alcohol or other intoxicants is prohibited while an employee is on duty. Employees are not to consume intoxicants while off duty to such a degree that it interferes with or impairs the performance of their duties. Personnel reporting to work with detectable levels of alcohol will be subject to disciplinary action including termination.

I. Use of Illegal Drugs

The use of illegal drugs is inconsistent with the conduct expected of employees. Therefore, the unlawful distribution, dispensation, possession, sale or use of illegal drugs in the workplace or premises is strictly prohibited and is a ground for immediate termination. Such conduct is also prohibited during non-working hours to the extent that, in the opinion of the University, it impairs an employee’s ability to perform on the job or threatens the reputation and integrity of the University.

J. Anti-Sexual Harassment Policy

One objective of the Holy Angel University is to foster an open learning and working environment. This implies its obligation to provide an environment that is free from sexual harassment and from fear that it may occur. Since the entire academic community suffers when sexual harassment takes place, it is the declared policy of Holy Angel University that sexual harassment is unacceptable behavior and shall never be tolerated.

Violations of this policy shall result in disciplinary action, including but not limited to expulsion or termination as the case may be, without prejudice to criminal prosecution. (Please refer to Appendix 16 for Anti-Sexual Harassment Act of 1995, RA 7877)
PROFESSIONAL DEVELOPMENT

Professional development is an integral part of each teacher's performance and development cycle. It is an important link between his/her individual performance in the classroom and the University’s commitment to produce continuous improvement in student outcomes.

The Faculty Development Program offers projects, services, and activities that would lead to the holistic development of the faculty as:

**An Individual Person.** The University believes that people are its most important assets. As such, it provides avenues for the faculty for an on-going personal growth. It provides activities that touch not only the intellect but also the psycho-spiritual side of man.

**A Professional Teacher.** Various seminar-workshops/trainings and programs are given for the on-going professional growth of the faculty. These will not only hone their skills in teaching but will also give them opportunities to further their studies and conduct researches that will be useful in their classroom instruction.

**A Community Member.** Professional and personal growth is not confined within one’s self. The faculty members are given a chance to work and share whatever they could offer with the other members of the University and of the community.

COMPONENTS

The program is made up of three (3) components. These are:

I. CONTINUING PROFESSIONAL EDUCATION PROGRAM

A. In-service Education and Training (INSET)

This is a set of training programs and activities based on identified needs and designed for new faculty who are non-education graduates for the next two (2) years of stay in the University from their date of hiring. It is aimed at developing the professional knowledge, skills, attitudes and performance of faculty. In the first year, a total of seven (7) modules are lined-up to provide new faculty with the basics of teaching divided into the first four (4) during the first semester and the last three (3) during the second semester, to wit:

- The essence of Commitment to the Teaching Profession
- Professional Ethics
- Measurement and Evaluation
- Principles of Teaching and Strategies
- Classroom Management
- Motivation Techniques and Art of Questioning
Innovative Teaching Strategies

In the second year, the new faculty members are merged with the old timers for the series of enhancement activities.

B. Graduate/Post-Graduate Studies Assistance Program

The University continues to give emphasis on the importance of graduate/post-graduate education in the faculty development program.

It offers various forms of assistance at different stages of the faculty’s graduate/post-graduate studies:

The forms of assistance in various stages of the graduate/post-graduate studies are:

- Faculty Development Fund Loan (Study Loan)
- Tuition Assistance/Discount
- Group Service Vehicle
- Study Leave with Pay
- Thesis/Dissertation Grant
- Thesis Deloading

II. ENRICHMENT PROGRAM

A. On Research

The HAU Faculty Research Incentive Program was established not only to facilitate the professional development of faculty members but also for the University to realize its mandate as a Higher Education Institution (HEI) of undertaking research to improve higher education in particular and the quality of life in general. This program consists of Cash Research Incentive and Research Load Credit. (See Revised Research Manual)

B. On Instruction

Professional Enhancement Program.

This program involves the upgrading and updating of professional knowledge and competencies of HAU teaching force through training, seminars, workshops and conferences conducted in and outside the University. It also provides for the following:

- Visiting Professorial Lecture Program
- Paper Presentation (Local and International)
- Special Skills Training (Local and International).
C. On Personal Development

This component aims to enrich both the intrapersonal and interpersonal qualities of faculty members anchored on the framework of Christian well-being for oneself, one’s family, community, country, and the environment through the following activities:

- Retreat/Recollection
- Values Development
- Team Building
- Sports fest
- Wellness Program
- Community Engagement

III. INTERNATIONAL LINKAGE/EXCHANGE PROGRAM

This program provides for professional growth and development through agreement between the HAU and other foreign institutions for teaching fellowships (Faculty Exchange); or through joint faculty research undertakings between the University and other foreign institutions (Collaborative Research).
CODE OF BEHAVIOR AND EMPLOYEE DISCIPLINE

CODE OF BEHAVIOR

The University recognizes that its commitment to provide excellent service to clients can only be achieved through the continuous and unrelenting support of its highly professionalized, well-trained and disciplined workforce.

The Code of Behavior is therefore adopted to prescribe work ethics and standards for the faculty of the University which will not only be conducive to higher productivity at the workplace, but enhance and safeguard the corporate image of the University as well.

While the Code defines the offenses as well as the corresponding disciplinary measures, its overall intent is to prevent the infraction rather than the administration of the disciplinary measures.

EMPLOYEE DISCIPLINE

The University will initiate disciplinary action on faculty for conduct unbecoming a faculty member. Without prejudice to the pertinent provisions of the Labor Code of the Philippines, its Implementing Rules and Regulations (IRR), other laws, rules and regulations, a faculty member who commits any of the following non-exclusive offenses may, after due investigation and proper hearing, be subject to the following appropriate disciplinary sanctions:

TABLE OF OFFENSES & CORRESPONDING SANCTIONS

Note: Sanctions can range from verbal warning to termination depending on the gravity of the offense.

Warning/Verbal Reprimand
Written warning/deloading
Suspension (the duration of which shall depend on the gravity of the offense)
Termination for cause (without prejudice to taking of appropriate legal action)

A. Offenses against Philippine Laws, Rules and Regulations

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Revised Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1. Violation of Dangerous Drugs Law and other related laws, including but not limited to sale, use or possession of prohibited drugs and paraphernalia within or outside the University premises.</td>
<td>Termination</td>
</tr>
<tr>
<td>A.2. Violation of Anti-Hazing Law under RA 8044, either within or outside the University premises</td>
<td>Termination</td>
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<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<tr>
<td>A.3. Sexual harassment as defined under R.A. 7887.</td>
<td>Termination</td>
</tr>
<tr>
<td>A.4. Conviction of a criminal offense.</td>
<td>Termination</td>
</tr>
<tr>
<td>A.5. Disgraceful or immoral conduct, indecency or moral indiscretion committed within and outside the University premises.</td>
<td>Termination</td>
</tr>
<tr>
<td>A.6. Possession of firearms, explosives and/or deadly weapons within the University premises or at any University function outside the campus</td>
<td>Termination</td>
</tr>
<tr>
<td>A.7. Commission of other offenses within the campus punishable under the Revised Penal Code</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>A.8. Gambling in any form.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>A.9. Flagrant or persistent violation of the Code of Professional Ethics.</td>
<td>From warning/oral reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>A.10. Viewing, possessing, and distributing pornographic and subversive materials (on the internet, print media, video, compact disc) within the campus</td>
<td>From written reprimand to termination depending on the gravity of the offense</td>
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</tbody>
</table>

B. Offenses against the University, its community members and its properties

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<thead>
<tr>
<th>Offenses</th>
<th>Revised Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1. Use of University name, property, or equipment for personal and/or commercial purposes or misrepresenting authority for and in behalf of the University.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.2. Any act which tends to discredit or malign the name of the University.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.3. Theft of the property of the University or any member of the University community.</td>
<td>Termination</td>
</tr>
<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<tr>
<td>B.4. Making malicious, obscene or libelous statements about the person or vulgar language, gossips, anecdotes and insulting words or willful disrespect or any act of discourtesy to any member of the University community or any person transacting business with the University within the campus or at official functions.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.5. Inflicting bodily injury on any member of the University community.</td>
<td>Termination</td>
</tr>
<tr>
<td>B.6. Embezzlement, malversation and/or misappropriation of the funds or assets of the University and its duly recognized student councils, publications, and organizations.</td>
<td>Termination</td>
</tr>
<tr>
<td>B.7. Any act of falsification, declaration of untruthful statement or testimony, tampering, change and/or forgery committed on document/s and/or record/s including but not limited to faculty grading records, student records, vouchers, receipts, tickets and the like for reimbursement of expenses or other school records, unauthorized use of scanned signature of university officials and/or possession of falsified or tampered document/s and/or record/s; plagiarism; violation of intellectual property rights.</td>
<td>From Suspension to Termination depending on the gravity of the offense</td>
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<tr>
<td>B.8. Fraud or willful breach of trust in the conduct of one's job/responsibility.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.9. Negligence/infraction of University rules/procedures that results in loss, damage, and/or harm to school property/person or that compromises the safety of members of the University community</td>
<td>From written reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.10. Changing of grade of a student in consideration of some remuneration or favor.</td>
<td>Termination</td>
</tr>
<tr>
<td>B.11. Influencing a faculty to change grade.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.12. Threatening, intimidating, stalking,</td>
<td>From suspension to termination</td>
</tr>
<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>harassing or bullying any member of the university community, including the use of cyber and communications resources</td>
<td>depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.13. Abuse of authority/ responsibility</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.14. Participating in disorder or any illegal/unauthorized conduct or activity</td>
<td>Termination</td>
</tr>
<tr>
<td>B.15. Use of corporal punishment</td>
<td>Termination</td>
</tr>
<tr>
<td>B.16. Blackmailing or extorting money from a student, faculty or any member of the University community for whatever reason or purpose and whether or not the objective of extortion is accomplished.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>B.17. Misrepresentation - falsely representing another person; falsely assuming the identity of another person.</td>
<td>Termination</td>
</tr>
<tr>
<td>B.18. Provoking fights/brawls between and/or among community members inside or outside the campus whether or not with actual participation in the fights/brawls.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
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</table>

### C. Offenses involving University policies

<table>
<thead>
<tr>
<th>Offenses</th>
<th>Revised Sanction</th>
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</thead>
<tbody>
<tr>
<td>C.1. Violation of the dress code policies such as those related to the wearing of uniform and I.D.</td>
<td>From warning/oral reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.2. Drunkenness or drinking liquor or any alcoholic beverages within the University premises during or beyond working hours, at University functions or while on duty outside the campus.</td>
<td>Termination</td>
</tr>
<tr>
<td>C.3. Violations of the Anti-Smoking policies of the University</td>
<td>From written reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<tr>
<td>-------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>C.4. Violation of Code of Confidentiality policy of the University;</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>unauthorized access and use of confidential information</td>
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<tr>
<td>C.5. Receiving for personal use fees, gifts, or other valuable when</td>
<td>Termination</td>
</tr>
<tr>
<td>such fee, gifts or valuable is given in the hope or expectation of</td>
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<tr>
<td>receiving a favor or better treatment accorded other persons (Appendix</td>
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<td>15).</td>
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</tr>
<tr>
<td>C.6. Soliciting any sum of money, gifts, benefits or favors or anything</td>
<td>Termination</td>
</tr>
<tr>
<td>of value from students, faculty, employees, clients, suppliers, other</td>
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<tr>
<td>individuals, business firms and other establishments, without any</td>
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<tr>
<td>written permission and approval from the President or through the</td>
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<tr>
<td>mediation of another in consideration of any act or service connected</td>
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<tr>
<td>with the performance of his/her duties and responsibilities (Appendix</td>
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<td>15).</td>
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<tr>
<td>C.7. Selling of supplies, photocopied materials, books, services or the</td>
<td>Termination</td>
</tr>
<tr>
<td>collection of any contribution in any form whatsoever, whether voluntary</td>
<td></td>
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<tr>
<td>or otherwise, from the students and school personnel (Appendices 15 &amp;</td>
<td></td>
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<tr>
<td>17)</td>
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<tr>
<td>C.8. Lending/loaning activity with co-workers, agency personnel,</td>
<td>Termination</td>
</tr>
<tr>
<td>University students or members of the HAU community (Appendix 17)</td>
<td></td>
</tr>
<tr>
<td>C.9. Violation of policies on educational tours, field trips and</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>off-campus activities (Appendices 11 &amp; 12)</td>
<td></td>
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<tr>
<td>C.10. Violation of security measures (Appendix 18)</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.11. Unauthorized use of facilities or the grounds of the university</td>
<td>From written reprimand to Termination depending on the</td>
</tr>
<tr>
<td>for purposes other than their primary intended use (Appendix 19)</td>
<td>gravity of the offense</td>
</tr>
<tr>
<td>C.12. Improper use of the grounds, facilities, and equipment of the</td>
<td>From written reprimand to Termination depending on the</td>
</tr>
<tr>
<td>university which causes</td>
<td>gravity of the offense</td>
</tr>
<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<tr>
<td>damage or leads to potential damage to said grounds, facility or equipment (Appendix 19)</td>
<td>gravity of the offense</td>
</tr>
<tr>
<td>C.13. Deliberate destruction of or causing damage to the university grounds, facilities, equipment or records (Appendix 19)</td>
<td>Termination</td>
</tr>
<tr>
<td>C.14. Acts that prevent, coerce, force or intimidate others from entering the campus or attending classes or other school functions such as but not limited to putting up, manning or maintaining a barricade in order to prevent entry to or exit from the school premises; deliberate disruption of academic functions like classes, convocations, seminars, symposia, and other school activities; forcible entry</td>
<td>From Suspension to Termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.15. Insubordination and willful disobedience/ grave misconduct</td>
<td>From written reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.16. Working outside of the University, whether full-time or part-time, without approval of the University President</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.17. Unauthorized or unjustified possession of examination questions.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.18. Giving of test questions to students prior to scheduled exams</td>
<td>Termination</td>
</tr>
<tr>
<td>C.19. Refusal to discharge responsibilities as an adviser/ subject teacher.</td>
<td>From warning/oral reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.20. Failure to participate in meetings, administrative and other school activities such as but not limited academic planning (preparation/revision of syllabi and examination of books), institutional planning activities, faculty meetings and seminars.</td>
<td>From warning/oral reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.21. Failure to comply with the guidelines set forth in the administration of examinations</td>
<td>From written reprimand to termination depending on the</td>
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<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<td>including but not limited to correcting and returning to the students’ examination papers and research work after 10 days, observing the department’s grading system, meeting the deadlines for submission of grades</td>
<td>gravity of the offense</td>
</tr>
<tr>
<td>C.22. Failure to observe consultation hours of students.</td>
<td>From warning/oral reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.23. Habitual/excessive absenteeism or tardiness or early dismissal of classes or undertime</td>
<td>From Deloading to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.24. Violations of the policies and established procedures on attendance and filing of leaves such as but not limited to intentionally registering for another employee; altering attendance record; preparing fraudulent attendance sheet, false sick leave application, unauthorized or unexcused absences; Absence without Leave (AWOL), delay or failure to report for duty from breaks &amp;/or official business; leaving the department or school premises during working hours without permission from the immediate supervisor.</td>
<td>From written reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.25. Sleeping in post.</td>
<td>From written reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.26. Abandonment of post.</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.27. Distribution of printed material/s and/or posting of posters and hanging streamers/banners within school campus without prior permission or approval from designated school authorities.</td>
<td>From warning/oral reprimand to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>C.28. Gross inefficiency and incompetence in the performance of his/her duties</td>
<td>Termination</td>
</tr>
<tr>
<td>C.29. Coercing, persuading or intimidating another community member to commit any of the violations prescribed in the Code of Conduct and</td>
<td>From suspension to termination depending on the gravity of the offense</td>
</tr>
<tr>
<td>Offenses</td>
<td>Revised Sanction</td>
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<tr>
<td>C.30. Being an accomplice or accessory to any of the violations prescribed in the Code of Conduct/Behavior.</td>
<td>One (1) penalty lower than that imposed against the principal</td>
</tr>
<tr>
<td>C.31. Such other acts inconsistent with proper behavior befitting that of an educated person</td>
<td>From oral reprimand to termination depending on the gravity of the offense</td>
</tr>
</tbody>
</table>

**Due Process**

Due process shall be observed in all cases of disciplinary investigation. The right to due process of law of parties involved as guaranteed by the Philippine Constitution, Philippine Labor Code, and the Manual of Regulation for Private Schools shall be the basis of the conduct of the proceedings.

**Implementation**

The immediate superior to whom the faculty reports shall be responsible for enforcing the school’s disciplinary policies and procedures.
CESSATION OF EMPLOYMENT

Cessation of employment in the University may be in the form of the following:

Resignation

Employees are required to give at least thirty (30) days written notice of intention prior to date of effectivity of the resignation to leave the University employment. This period of time is given to allow proper turn over so that operations will not be unduly hampered. Written notice is to be given to the immediate superior to be forwarded to the HRMO for subsequent processing.

Death while employed

Upon the death of an employee, the family members should inform the HRMO. Should the death occur while the employee is engaged in his/her job, or in school, the HRMO will inform the heirs of the deceased employee. In any case, the “death benefit” policies shall determine the benefits due to the employee. The Payroll Office shall inform government offices, as well as the Union, of such death for benefit claims. The Payroll Office will assist the family of the deceased in obtaining the benefits.

Retirement

a. Mandatory

An employee will be retired upon reaching the age of sixty (60) years or at the age provided in the collective bargaining agreement and shall be entitled to the retirement benefits provided therein.

b. Optional Retirement

Upon the written application of an employee who has served the University for at least twenty (20) years and its approval by management thereafter, the employee will be contacted by HRMO and the Payroll Office to discuss optional retirement arrangements and related matters.

End of a Term Appointment

Some appointments at the University are for a specified period of time. The employee is normally informed of the nature of the employment relationship by the hiring department and the HRMO. An appointment letter is normally issued. In this case, the University will provide no further notice at the end of the term appointment, as it shall automatically cease at the expiration of the period agreed upon.
Completion of a Work Assignment

Some appointments in the University are on a project basis. The employee is normally advised of the term nature of the employment relationship by way of the initial job announcement and also by the appointment letter which specify the status of the employment relationship.

Termination of a Probationary Appointment

The appointment of a faculty member on a probationary status shall expire at the end of the semester, unless renewed for another term or for permanent status. In case of non-renewal, notification is sent to the faculty member by the Dean.

Termination/Dismissal for Cause

Termination is the severance of the employer-employee relationship. Dismissal for cause shall mean termination of one’s employment made during its effectivity based on lawful, valid, and/or serious ground/s.

In addition to the just causes enumerated in the Table of Offenses and in the Labor Code, the employment of a faculty member may be terminated for the following causes:

a) Redundancy and retrenchment;
b) Physical or mental incapacity, health disability;
c) In the event of phasing out, closure or cessation of the educational program or course or the school itself;
d) Other causes analogous to the foregoing as may be provided for in the regulations prescribed by CHED, the Manual of Regulations for Private Schools, school rules, or in the Collective Bargaining Agreement.

The University will follow due process in all cases of termination from employment.
DISPUTE RESOLUTION

A. LABOR MANAGEMENT COUNCIL

The University recognizes the rights of employees to participate in policy-and decision-making processes insofar as said processes will directly affect their rights, benefits, and welfare. To this end, the University and Union shall organize a Labor-Management Council (LMC) composed of three (3) representatives from each side with the option to have alternates. The Council shall be convened within one (1) month after the signing and ratification of the Collective Bargaining Agreement to set things in motion (e.g. agenda, schedule, etc.). It shall serve the following purposes:

- open channel of communication and a forum for regular dialogue between the administration and the faculty as well as non-teaching personnel;
- a venue to promote shared responsibility between the administration and the faculty and non-teaching personnel to resolve issues of common interests; and
- an avenue for participation of the employees in the policy and decision-making processes insofar as their rights, benefits, and welfare are concerned.

All actions by the Council shall be recommendatory and final decision on recommendation shall be vested upon the President. The Council will be furnished copies of the approved decisions.

The council shall not operate as a grievance committee, and shall never serve as a venue to settle disputes between the Union and its members, on the one hand, and the UNIVERSITY or its management, on the other.

B. GRIEVANCE MACHINERY

The University has established a structured grievance system to ensure fair treatment of our employees, to deal with employee complaints, and to resolve problems.

Guiding Principle in Dispute Settlement

The intention is to establish a means for the prompt disposition and amicable settlement of all grievances. The parties shall endeavor to resolve all disputes through friendly and intelligent negotiations, as their mutual commitments to ensure continuity of work. We recognize that an open conflict, in any form involves losses, and therefore, every effort in this direction shall be exerted to avoid such conflict.

Grievance Defined

A grievance is any question regarding the meaning, interpretation or application of any of the provisions of the Collective Bargaining Agreement or involving any ruling,
practice, policy, action of the Supervisor, Department Head and Management; and any other dispute of labor-management relations; complaints about promotion by the affected employee or other established working conditions.

**Grievance Procedure**

Grievance shall be processed as expeditiously as possible in accordance with the procedures contained in the Collective Bargaining Agreement.
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Appendix 1  Code of Ethics for Professional Teachers
Appendix 2  Policy on Research Output as a Requirement for Permanency
Appendix 3  College Faculty Loading Guidelines
Appendix 4  Guidelines on Class Beadle
Appendix 5  Policy on Faculty Attendance
Appendix 6  Policy on Tardiness and Early Dismissal
Appendix 7  Faculty Beadle Account
Appendix 8  Policy Governing Conduct of Advance Classes, Make-up Classes
Appendix 9  Policy on the Conduct of Make-up or Advance Classes in View of Attendance to Official Business (OB)
Appendix 10  Policy on Cheating
Appendix 11  CHED Memorandum Order No. 17 s. 2012: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students
Appendix 12  Additional Policies & Guidelines on Educational Tours, Field Trips, and Off-Campus Activities
Appendix 13  University Community Service Program
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Appendix 17  Policy Against Lending & Merchandising Activities
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Appendix 1

CODE OF ETHICS FOR PROFESSIONAL TEACHERS

Pursuant to the provisions of paragraph (e), Article 11, of R.A. No. 7836, otherwise known as the Philippine Teachers Professionalization Act of 1994 and paragraph (a), section 6, P.D. No. 223, as amended, the Board for Professional Teachers hereby adopt the Code of Ethics for Professional Teachers.

Preamble

Teachers are professionals who possess dignity and reputation with high moral values as well as technical and professional competence in the practice of their noble profession, and they strictly adhere to, observe, and practice this set of ethical and moral principles, standards, and values.

Article I: Scope and Limitations

Section 1. The Philippine Constitution provides that all educational institution shall offer quality education for all competent teachers. Committed to its full realization, the provision of this Code shall apply, therefore, to all teachers in schools in the Philippines.

Section 2. This Code covers all public and private school teachers in all educational institutions at the preschool, primary, elementary, and secondary levels whether academic, vocational, special, technical, or non-formal. The term teacher shall include industrial arts or vocational teachers and all other persons performing supervisory and/or administrative functions in all school at the aforesaid levels, whether on full time or part-time basis.

Article II: The Teacher and the State

Section 1. The schools are the nurseries of the future citizens of the state; each teacher is a trustee of the cultural and educational heritage of the nation and is under obligation to transmit to learners such heritage as well as to elevate national morality, promote national pride, cultivate love of country, instill allegiance to the constitution and for all duly constituted authorities, and promote obedience to the laws of the state.

Section 2. Every teacher or school official shall actively help carry out the declared policies of the state, and shall take an oath to this effect.

Section 3. In the interest of the State and of the Filipino people as much as of his own, every teacher shall be physically, mentally and morally fit.

Section 4. Every teacher shall possess and actualize a full commitment and devotion to duty.
Section 5. A teacher shall not engage in the promotion of any political, religious, or other partisan interest contrary to the vision and mission of the institution, and shall not, directly or indirectly, solicit, require, collect, or receive any money or service or other valuable material from any person or entity for such purposes.

Section 6. Every teacher shall vote and shall exercise all other constitutional rights and responsibility.

Section 7. A teacher shall not use his position or official authority or influence to coerce any other person to follow any political course of action.

Section 8. Every teacher shall enjoy academic freedom and shall have privilege of expounding the product of his researches and investigations; provided that, if the results are inimical to the declared policies of the State, they shall be brought to the proper authorities for appropriate remedial action.

Article III: The Teacher and the Community

Section 1. A teacher is a facilitator of learning and of the development of the youth; he shall, therefore, render the best service by providing an environment conducive to such learning and growth.

Section 2. Every teacher shall provide leadership and initiative to actively participate in community movements for moral, social, educational, economic and civic betterment.

Section 3. Every teacher shall merit reasonable social recognition for which purpose he shall behave with honor and dignity at all times and refrain from such activities as gambling, smoking, drunkenness, and other excesses, much less illicit relations.

Section 4. Every teacher shall live for and with the community and shall, therefore, study and understand local customs and traditions in order to have sympathetic attitude, therefore, refrain from disparaging the community.

Section 5. Every teacher shall help the school keep the people in the community informed about the school's work and accomplishments as well as its needs and problems.

Section 6. Every teacher is intellectual leader in the community, especially in the barangay, and shall welcome the opportunity to provide such leadership when needed, to extend counseling services, as appropriate, and to actively be involved in matters affecting the welfare of the people.

Section 7. Every teacher shall maintain harmonious and pleasant personal and official relations with other professionals, with government officials, and with the people, individually or collectively.
Section 8. A teacher possess freedom to attend church and worships as appropriate, but shall not use his positions and influence to proselyte others.

Article IV: A Teacher and the Profession

Section 1. Every teacher shall actively insure that teaching is the noblest profession, and shall manifest genuine enthusiasm and pride in teaching as a noble calling.

Section 2. Every teacher shall uphold the highest possible standards of quality education, shall make the best preparations for the career of teaching, and shall be at his best at all times and in the practice of his profession.

Section 3. Every teacher shall participate in the Continuing Professional Education (CPE) program of the Professional Regulation Commission, and shall pursue such other studies as will improve his efficiency, enhance the prestige of the profession, and strengthen his competence, virtues, and productivity in order to be nationally and internationally competitive.

Section 4. Every teacher shall help, if duly authorized, to seek support from the school, but shall not make improper misrepresentations through personal advertisements and other questionable means.

Section 5. Every teacher shall use the teaching profession in a manner that makes it dignified means for earning a decent living.

Article V: The Teachers and the Profession

Section 1. Teachers shall, at all times, be imbued with the spirit of professional loyalty, mutual confidence, and faith in one another, self-sacrifice for the common good, and full cooperation with colleagues. When the best interest of the learners, the school, or the profession is at stake in any controversy, teachers shall support one another.

Section 2. A teacher is not entitled to claim credit or work not of his own, and shall give due credit for the work of others which he may use.

Section 3. Before leaving his position, a teacher shall organize for whoever assumes the position such records and other data as are necessary to carry on the work.

Section 4. A teacher shall hold inviolate all confidential information concerning associates and the school, and shall not divulge to anyone documents which has not been officially released, or remove records from files without permission.

Section 5. It shall be the responsibility of every teacher to seek correctives for what may appear to be an unprofessional and unethical conduct of any associate. However, this may be done only if there is incontrovertible evidence for such conduct.

Section 6. A teacher may submit to the proper authorities any justifiable criticism against an associate, preferably in writing, without violating the right of the individual concerned.
Section 7. A teacher may apply for a vacant position for which he is qualified; provided that he respects the system of selection on the basis of merit and competence; provided, further, that all qualified candidates are given the opportunity to be considered.

**Article VI: The Teacher and Higher Authorities in the Profession**

Section 1. Every teacher shall make it his duty to make an honest effort to understand and support the legitimate policies of the school and the administration regardless of personal feeling or private opinion and shall faithfully carry them out.

Section 2. A teacher shall not make any false accusations or charges against superiors, especially under anonymity. However, if there are valid charges, he should present such under oath to competent authority.

Section 3. A teacher shall transact all official business through channels except when special conditions warrant a different procedure, such as when special conditions are advocated but are opposed by immediate superiors, in which case, the teacher shall appeal directly to the appropriate higher authority.

Section 4. Every teacher, individually or as part of a group, has a right to seek redress against injustice to the administration and to extent possible, shall raise grievances within acceptable democratic possesses. In doing so, they shall avoid jeopardizing the interest and the welfare of learners whose right to learn must be respected.

Section 5. Every teacher has a right to invoke the principle that appointments, promotions, and transfer of teachers are made only on the basis of merit and needed in the interest of the service.

Section 6. A teacher who accepts a position assumes a contractual obligation to live up to his contract, assuming full knowledge of employment terms and conditions.

**Article VII: School Officials, Teachers, and Other Personnel**

Section 1. All school officials shall at all times show professional courtesy, helpfulness and sympathy towards teachers and other personnel, such practices being standards of effective school supervision, dignified administration, responsible leadership and enlightened directions.

Section 2. School officials, teachers, and other school personnel shall consider it their cooperative responsibility to formulate policies or introduce important changes in the system at all levels.

Section 3. School officials shall encourage and attend the professional growth of all teachers under them such as recommending them for promotion, giving them due recognition for meritorious performance, and allowing them to participate in conferences in training programs.
Section 4. No school officials shall dismiss or recommend for dismissal a teacher or other subordinates except for cause.

Section 5. School authorities concern shall ensure that public school teachers are employed in accordance with pertinent civil service rules, and private school teachers are issued contracts specifying the terms and conditions of their work; provided that they are given, if qualified, subsequent permanent tenure, in accordance with existing laws.

**Article VIII: The Teachers and Learners**

Section 1. A teacher has a right and duty to determine the academic marks and the promotions of learners in the subject or grades he handles, provided that such determination shall be in accordance with generally accepted procedures of evaluation and measurement. In case of any complaint, teachers concerned shall immediately take appropriate actions, observing due process.

Section 2. A teacher shall recognize that the interest and welfare of learners are of first and foremost concern, and shall deal justifiably and impartially with each of them.

Section 3. Under no circumstance shall a teacher be prejudiced or discriminate against a learner.

Section 4. A teacher shall not accept favors or gifts from learners, their parents or others in their behalf in exchange for requested concessions, especially if undeserved.

Section 5. A teacher shall not accept, directly or indirectly, any remuneration from tutorials other than what is authorized for such service.

Section 6. A teacher shall base the evaluation of the learner’s work only in merit and quality of academic performance.

Section 7. In a situation where mutual attraction and subsequent love develop between teacher and learner, the teacher shall exercise utmost professional discretion to avoid scandal, gossip and preferential treatment of the learner.

Section 8. A teacher shall not inflict corporal punishment on offending learners nor make deductions from their scholastic ratings as a punishment for acts which are clearly not manifestation of poor scholarship.

Section 9. A teacher shall ensure that conditions contribute to the maximum development of learners are adequate, and shall extend needed assistance in preventing or solving learner’s problems and difficulties.
Article IX: The Teachers and Parents

Section 1. Every teacher shall establish and maintain cordial relations with parents, and shall conduct himself to merit their confidence and respect.

Section 2. Every teacher shall inform parents, through proper authorities, of the progress and deficiencies of learner under him, exercising utmost candor and tact in pointing out the learner's deficiencies and in seeking parent's cooperation for the proper guidance and improvement of the learners.

Section 3. A teacher shall hear parent's complaints with sympathy and understanding, and shall discourage unfair criticism.

Article X: The Teacher and Business

Section 1. A teacher has the right to engage, directly or indirectly, in legitimate income generation; provided that it does not relate to or adversely affect his work as a teacher.

Section 2. A teacher shall maintain a good reputation with respect to the financial matters such as in the settlement of his debts and loans in arranging satisfactorily his private financial affairs.

Section 3. No teacher shall act, directly or indirectly, as agent of, or be financially interested in, any commercial venture which furnish textbooks and other school commodities in the purchase and disposal of which he can exercise official influence, except only when his assignment is inherently, related to such purchase and disposal; provided they shall be in accordance with the existing regulations; provided, further, that members of duly recognized teachers cooperatives may participate in the distribution and sale of such commodities.

Article XI: The Teacher as a Person

Section 1. A teacher is, above all, a human being endowed with life for which it is the highest obligation to live with dignity at all times whether in school, in the home, or elsewhere.

Section 2. A teacher shall place premium upon self-discipline as the primary principle of personal behavior in all relationships with others and in all situations.

Section 3. A teacher shall maintain at all times a dignified personality which could serve as a model worthy of emulation by learners, peers and all others.

Section 4. A teacher shall always recognize the Almighty God as guide of his own destiny and of the destinies of men and nations.
Article XII: Disciplinary Actions

Section 1. Any violation of any provision of this code shall be sufficient ground for the imposition against the erring teacher of the disciplinary action consisting of revocation of his Certification of Registration and License as a Professional Teacher, suspension from the practice of teaching profession, or reprimand or cancellation of his temporary/special permit under causes specified in Sec. 23, Article III or R.A. No. 7836, and under Rule 31, Article VIII, of the Rules and Regulations Implementing R.A. 7836, depending on the provisions of the University’s Code of Conduct.

Article XIII: Effectivity

Section 1. This Code shall take effect upon approval by the Professional Regulation Commission and after sixty (60) days following its publication in the Official Gazette or any newspaper of general circulation, whichever is earlier.
Appendix 2

POLICY ON RESEARCH OUTPUT AS A REQUIREMENT FOR PERMANENCY FOR FACULTY

1. A research output shall be a requirement for permanency effective Second Semester of School Year 2010-2011.

2. The said research should have been conducted under the University Research Incentive Program and accepted for presentation in the University Research Colloquium. Researches done as requirements for graduate students will not be credited as research outputs.

3. The said research can be used by the faculty for ranking and promotion purposes and shall be rated using the approved rubric for output evaluation.

4. The said research output shall have been conducted within the probationary period of the faculty.
Appendix 3

COLLEGE FACULTY LOADING GUIDELINES

A. Factors to Consider In Load Distribution

1. Qualification and performance are the primary criteria to be considered in the distribution of loads.

   Post graduate degrees have to be aligned with the subjects to be taught. Top priority will be given to those with PhD and MA degrees in the areas or subjects taught.

2. Employment status

   Regular faculty members are given priority in load distribution over full-time probationary.

3. Professional Practice/Work Experience

   All other things being equal, a faculty member who has an active and good professional practice or work experience(s) will have an advantage.

B. Number of Loads

Regular faculty members with Master’s degree are assured of thirty-six (36) teaching units per school year. Anything in excess of thirty-six (36) units will be given to them depending on student enrollment and fulfillment of loading requirements of 36 units for all regular full time faculty members. They are required to render ten (10) hours every week of academic advisement/consultation. Once all qualified regular full time faculty members are given forty-eight (48) units maximum every school year, available loads shall be given to qualified (following rule number 1) probationary full time faculty members.

C. Giving-up of Loads

No full-time faculty should turn down teaching assignments because these do not suit his/her personal preferences. Should his/her teaching load fall less than eighteen (18) units because he/she turns down teaching assignments that are not in accordance with his/her preference, he/she has in effect waived his/her right to a full-time load. Should this happen, he/she takes on a part-time status and must reapply for a full time status when he/she desires.

E. 10% and Above Absences

Faculty members who have a rate of absenteeism of ten percent (10%) and over in the previous semester shall be deloaded in accordance with the guidelines on absences.
Appendix 4

GUIDELINES ON CLASS BEADLE SYSTEM

Rationale

One means of achieving meaningful learning interaction between the faculty and the students is to optimize the class time. In examining how we can address student concerns on faculty attendance and optimizing contact time, we realized that a number of activities can and do eat up this limited class time:

- checking on student attendance
- collecting student submissions
- waiting for equipment to be set up
- having needed class materials prepared
- waiting for the faculty to arrive
- waiting for the students to come in

We evaluated how we did things and searched for alternatives that will achieve efficient and effective operations to be able to address the needs of students for quality education. We saw the inherent problems in the way we did things and sought improvements that were needed. We realized that students can be responsible partners in making sure that they get the most value from their class time.

Objectives

The Class Beadle System is one of the key strategies directed for adoption by the University’s Board of Trustees. The Class Beadle is a student assigned by the faculty or the College Dean to assist mainly in recording faculty and student attendance and in other class-related tasks.

The Class Beadle System aims to achieve the following goals:

- meaningful learning interaction
- optimized contact time
- accurate attendance report
- teachers as models of punctuality and attendance
- students taking responsibility for their learning
- re-aligned functions of the checker

Guiding principles

We implement the Class Beadle System guided by the following core values:
Integrity. We believe that our faculty and our students conduct themselves with integrity, i.e., they are honest, truthful and straightforward in their dealings with each other, with their peers, and with their superiors.

Excellence. Our faculty and students uphold excellence in whatever they do and support pursuits that promote excellence within and even beyond the classroom. Excellence is achieved with both quality delivery of instruction and optimized contact time. Both the faculty and the students can be responsible partners in achieving this objective.

Teamwork. Faculty and students can and do work together -- putting into good use skills, competencies and special talents for the meaningful learning interactions within their class sessions.

Trust. Faculty and students can do things well given the classroom environment and resources available for them. We trust their intentions as well as recognize the goodness in each of them.

Policy Statement

The Class Beadle System shall henceforth be implemented to optimize class contact time towards meaningful learning interactions within the classroom through the assignment by the faculty or the Dean of a class student member to voluntarily serve as the Class Beadle for the duration of the term.

Implementing Guidelines

The following guidelines shall govern the implementation of the Class Beadle System:

1. **Duties and Responsibilities of the Faculty.** The Faculty shall

   - Appoint the Class Beadle;
   - Acknowledge the start and end times of the class session by signing the Class Beadle Report Form (CBRF seen as Annex A in the Handbook for Class Beadles); and,
   - In case of resignation by or change of the Class Beadle, inform the Dean, assign a replacement Class Beadle, and direct the replacement Beadle to report to the Dean for documentation and orientation.

2. **Duties and Responsibilities of the Class Beadle.** The Class Beadle has the following duties:

   - record the actual times for the faculty’s start and end of class and submit this record to the College Dean’s Office;
   - check and record the attendance of students when directed and submit this record to the faculty; and,
• assist the faculty in class-related tasks that may be requested such as relaying information to the class, getting class materials and/or equipment prepared, collecting student submissions, among others.

3. **Assignment of Class Beadle.** Faculty is given the option to assign the Class Beadle. If the student declines the assignment, the faculty shall assign another student to serve as such. The faculty shall direct the assigned Class Beadle to attend an orientation on the Class Beadle System. The Dean’s student aide will get the names of assigned beadles for the classes for each class period. The student aide immediately informs the Dean of classes without beadles so that a Class Beadle can be assigned.

4. **Orientation of Class Beadle.** Orientation of Class Beadles will be on the first day of classes to include a discussion of the *Handbook for Class Beadles*. The Dean secures the *Class Beadle’s Undertaking* upon the student’s acceptance of the assignment. Once the Class Beadle accepts the assignment, the Dean gives the packet of CBRFs covering the class sessions for the Term.

5. **Faculty Attendance Recording.** The Class Beadle gets the Class Beadle Report Form from the College Dean’s Office before the class starts. He/she fills out the form according to the *How to Fill Out a Beadle Report: A Guide for Class Beadles* (seen in the University website).

Class Beadles are directed to record the start time as the time that the faculty steps inside the classroom and the end time as the time just before the faculty leaves the classroom upon dismissal.

Class Beadles are instructed to inform the faculty of their absence and their recommended substitute. The faculty should direct the substitute Class Beadle to get a CBRF from the Dean’s Office to record faculty attendance.

Faculty may use the Remarks portion of the back of the CBRF for notes to explain tardiness and/or early dismissal of the class. The Dean evaluates the reasons and/or notes to excuse or not excuse the tardiness and/or early dismissal. Thus, the CBRF also serves as verification for tardiness and/or early dismissal once the Dean countersigns the Remarks on the faculty’s reason.

In case of the absence of the faculty, the Class Beadle shall submit the filled-out CBRF as soon as the allowable waiting time is over. He/she informs the Dean’s Office immediately of the faculty’s absence.

However, if the faculty has notified the Class Beadle of his/her time of arrival, then the class members should wait. The faculty should remind the Class Beadle to indicate this change in schedule in the CBRF to be written in the Remarks portion for the Class Beadle. If this advised time passes and the faculty is still not around, then the Class Beadle may dismiss the class and immediately
submit the filled-out CBRF to the College Dean’s Office to inform them of the faculty’s absence.

The faculty shall file the Request for Leave Form for the absence incurred as soon as possible to avoid being marked Absent Without Official Leave (AWOL).

6. **Submission of CBRFs.** Faculty should remind the Class Beadles to submit the filled-out CBRF at their respective Dean’s Offices.

   Information from the CBRFs shall be encoded in the Beadle Database System as soon as possible. Once the day’s transaction report is printed and checked against the accomplished CBRFs by the Dean’s Office, these CBRFs are forwarded to the Human Resource Management Office (HRMO) for processing and filing.

7. **Student Attendance Recording.** The faculty can direct the Class Beadle to check and record student attendance. The Class Beadle gets the faculty’s Class Record or the class seat plan to record the absence or presence of the class members.

   In the absence of any of these records, the Class Beadle may route a piece of paper and have his/her classmates write and sign their names. The class attendance record is given to the faculty at the end of the class session.

8. **Change of Class Beadle.** The assigned Class Beadle may be changed with another under the following situations:
   - temporarily in his/her absence for the class session
   - permanently in the following instances:
     - inability of the Class Beadle to fulfill the duties assigned to him/her
     - resignation by the Class Beadle
     - drop out by the Class Beadle from the class
     - decision of the faculty to change the Class Beadle as confirmed by the College Dean

   The faculty shall assign the replacement Class Beadle and direct the Beadle to report to the Dean for orientation and documentation.

9. **Faculty clarifications/queries.** The faculty may inquire or clarify at the HRMO on attendance recording discrepancies or with the Dean for concerns regarding the implementation of the Class Beadle System.

10. **Faculty access.** Faculty members are advised to check regularly their online beadle account ([http://172.16.192.212/beadle/index.php](http://172.16.192.212/beadle/index.php)).
Appendix 5
POLICY ON FACULTY ATTENDANCE

Policy Statement

For the Administration to develop a healthy atmosphere conducive to the promotion and preservation of effective teaching and learning situation, and to ensure fulfillment of the rights of students to instructional services and have increase the chances for developing their competence and capability to fulfill the demands of their chosen profession of field of practice for which they enrolled in the University, the following have been adopted as part of the Policy on Faculty Absences.

I. Definition of Terms

1. Sick Leave - Absences from duty on account of sickness/illness of the member or his/her immediate family (married-spouse-children, single-parent).

2. Sick Leave Credits - A regular (permanent) faculty member is entitled to five (5) days of sick leave with pay per semester.

   In case of prolonged illness, faculty members can avail of unused accumulated sick leave for the last three (3) years. This shall require certification from the university’s physician.

3. Leave of Absence - Absence from duty for any reason other than serious illness with permission granted by the employer to an employee. The granting of this leave of absence is contingent upon the necessities of the service.


5. Emergency Leave - absence from duty with permission on account of an extreme emergency situation.

6. Maternity Leave - absence from duty with permission on account of delivery or miscarriage.

7. Paternity Leave - The paternity leave availed of during or after the delivery of his spouse; provided that the total number of days shall not exceed seven (7) working days for each delivery; and availed of not later than 60 days after the date of said delivery.

8. Bereavement Leave - absence from duty with permission on account of an immediate family member (parent, brother, sister, spouse and children).
9. Study Leave - absence from duty with permission on account of pursuing a graduate course that will improve professional competence.

10. Leave of Absence Without Pay

For college faculty members, leave of absence without pay, and not exceeding one (1) semester (5 months) may be granted upon application subject to the approval of the immediate superior. The University does not allow indefinite leave of absence.

11. Return to Duty - resumption of work on the part of the employee after the expiration of a leave of absence.

II. Procedure in the Filing of Absence or Leave

1. In case of foreseen absences or leaves, particularly those of long duration, please be guided by the following:

   a) Request for Leave must be filed at least two (2) weeks before effectivity date, using the official form. For Study Leave, the corresponding form should be accomplished.

   b) Final approval of the Vice-President for Academic Affairs must be obtained before going on-leave.

      Should a faculty member go on leave without waiting for the approval, he/she be on AWOL (Absence without Official Leave) and shall be officially informed to report to duty within a specified period of time that is considered reasonable. Failure on the part of the faculty member to answer or report to work on the date specified in the letter would constitute abandonment of work, and serve as a ground for termination.

   c) At least one (1) week before the expiration of the official leave of absence, the faculty must accomplish and submit the “Report to Duty” form so that proper arrangements concerning his/her work/classes could be made. If the leave is due to prolonged illness, a fit-to-work certificate issued by the school physicians should be attached to the Report to Duty form.

      Failure to report to duty on the specified date without obtaining an approved extended leave of absence, would be construed that the faculty is on AWOL (Absence Without Official Leave) and shall be officially informed to report to duty within specified period of time that is considered reasonable. Failure again, on his/her part to answer or to report to work on the date specified in the letter would constitute abandonment of work, and serve as a ground for termination.
d) For absence of more than two (2) weeks (except those due to Maternity Leave), the faculty member is required to obtain clearance from offices concerned.

2. In case of unforeseen absences/leaves, the following are to be observed:

   The immediate superior must be notified of the faculty’s absence within the day through phone or letter. If possible, a teaching guide/lesson plan for the substitute faculty must be sent.

   The faculty member files an RFL upon his return to duty. If such absence is due to sickness, a Medical Certificate from the private physician/School Physician must also be submitted.

   Failure to report to work within a reasonable amount of time or immediately after the reason for the absence/leave ceases will be considered as AWOL and shall be officially informed to report to duty within specified period of time that is considered reasonable. Failure again, on his/her part to answer or to report to work on the date specified in the letter would constitute abandonment of work, and serve as a ground for termination.

III. Maternity leave

1. Accomplishing the Maternity Notification Form

   Upon knowing her pregnancy condition, the female faculty member should accomplish the “Maternity Notification” form, which may be obtained from the Payroll Office. This will be submitted to SSS to ensure that she can avail of the maternity benefits even in case of miscarriage.

2. Notifying the Department Head

   The faculty should inform her Department Head in writing of her pregnancy condition as soon as possible, giving the approximate data of delivery, so that necessary preparation/arrangements could be done for her maternity leave.

3. Accomplishing the Request for Leave Form

   At least two (2) weeks prior to effectivity date, the “Request for Leave” form must be accomplished. A medical certificate from the Obstetrician, stating the expected date of delivery must be attached to the form. This will give the superiors specific information about the duration of the faculty’s absence.

   In case of cesarean operation, a Medicare form from the Payroll Office must be secured.
4. Upon Delivery

The following must be submitted at the Finance Office;

Normal Delivery
- Medical certificates issued by attending physician, and
- Birth certificate of the child issued by the Local Civil Registrar (for SSS).

Cesarean Operation
- Letters a and b of Normal Delivery
- SSS Sickness Notification to be accomplished by the attending Physician (part II - Medical Certificate), and
- Photocopy of operating room record from the hospital.

Miscarriage
- Medical Certificate

IV. Notices of Habitual Absences

1. Faculty members who have exhausted their sick leave credits before the end of the semester/school year shall be officially notified by HRMO that subsequent absences shall be without pay.

2. Academic heads shall officially notify their respective faculty each time they incur absences equivalent to ten percent (10%) or above as reflected on the Faculty Absences Report furnished by the HRMO. This information shall serve as warning letters to the member concerned.

3. The Vice President for Academic Affairs gives the final warning letter to the faculty concerned at the end of the semester/school year to the over-all topnotchers (10% and above percentage) and prescribes the corresponding penalty.
Appendix 6

POLICY ON FACULTY TARDINESS AND EARLY DISMISSAL

On Tardiness

Tardiness means the failure of a faculty member to attend his class on time, i.e., within the first fifteen (15) minutes of the class. If he arrives after the 15th minute, he shall be considered absent.

A faculty member shall be deducted based on the actual number of minutes late. Deduction shall be made only at every 60th minute of tardiness. However, if the accumulated number of minutes tardy does not reach 60 by end of semester, the faculty member shall be deducted based on his computed rate per minute.

On Early Dismissal

Early Dismissal refers to the failure of the faculty member to render the full duration of the class period, that is, dismissing the class one (1) minute to fifteen (15) minutes before the official end of the class session.

A faculty member shall be deducted based on the actual number of minutes of early dismissal. Deduction shall be made only at every 60th minute of early dismissal. However, if the accumulated number of minutes of early dismissal does not reach 60 by end of semester, the faculty member shall be deducted based on his computed rate per minute.
Appendix 7

FACULTY BEADLE ACCOUNT

College faculty members are enjoined to create their beadle faculty account with the link, http://172.16.192.212/beadle/Login.php. This account will enable them to access their attendance and the accomplished CBRFs that have been processed and used as basis for the faculty attendance report submitted to the academic heads and to the Payroll Office for appropriate action.

The procedure for the creation of the account is:

1. Click the word "HERE" and it will redirect to http://172.16.192.212/beadle/faculty_account.php.

2. Enter Employee Number and click Display. The system will verify if the employee number is existing.

3. If the employee number is existing in the system, enter username and password.

4. Upon saving, faculty can log now with the beadle system.
Appendix 8

POLICY GOVERNING CONDUCT OF ADVANCE CLASSES AND MAKE-UP CLASSES

I. Rationale

In line with the University’s mission of providing quality education and developing a healthy atmosphere conducive to the promotion of effective teaching and learning and to provide support for the faculty in the fulfillment of their responsibilities to the students, the following have been adopted as part of the University’s academic policies.

II. Definition of Terms

1. Advance Classes - refer to classes conducted ahead of the regular schedules due to anticipated/expected inability of the faculty to meet his/her classes on the regular assigned schedule.

2. Make-Up Classes - refer to classes conducted to compensate for classes that were not met on the regular assigned schedule.

III. Guidelines

1. In these cases: a) conduct of advance classes, b) conduct of make-up classes, prior approval must be secured. As such, the accomplishment of the Request for Leave (RFL) form must be submitted to the Office of Academic Affairs at least within twenty-four hours after submission to the Dean’s Office.

2. All advance classes and make-up classes undertaken without prior approval are automatically considered disapproved and therefore will have implications on the absences percentage computation and, correspondingly, on the pay of the faculty member concerned.

3. For the conduct of approved advance and/or make-up classes. Approval of the Dean must be secured before the conduct of make-up class.

3.1 The number of hours should be equal to the actual number of hour’s missed/replaced; prior approval of the Dean must be secured before the conduct of makeup class.

3.2 The schedule of a make-up or advance classes should not be in conflict with the schedules of other classes of affected students. Thus, prior to setting the schedule, the students must be consulted; if the make-up class is scheduled to compensate for an absence or leave incurred, the details pertaining to the absence of leave and the equivalent make-up class should be filed in one leave form for proper processing and monitoring. Make-up class schedule should be submitted at the HRMO at least two (2) days prior
to the conduct of make-up class.

3.3 The holding of makeup class during the exam week will not be compensated;

3.4 The conduct of make-up/advance classes is limited to a maximum of three (3) times in a semester.
Appendix 9

POLICY ON THE CONDUCT OF MAKE-UP OR ADVANCED CLASSES IN VIEW OF ATTENDANCE TO OFFICIAL BUSINESS (O.B.)

1. Attendance to Official Business (OB) activities, whether inside or outside the University, that prevent the faculty from attending to his scheduled classes, shall, up to a cumulative maximum of three (3) contact hours per class per academic term (semester or summer), not require the conduct of make-up or advanced classes.

   For purposes of counting, fractions of a day on OB shall be accumulated and credited against the three (3) contact hours per class stated above.

   Official Business shall include, but will not be limited to, attendance to seminars, workshops and other faculty development activities; and participation in special meetings, school functions, committee work and special assignments during periods when no official declaration on suspension of classes is made.

   It is understood that a faculty who attends an OB, although excused up to the limit set herein, may voluntarily hold make-up or advanced classes, should he decide to do so in the best interest of his students. Otherwise, he shall institute intervention measures that will put to productive use his students’ time during his absence.

   It is also understood that beyond the cumulative maximum of three (3) contact hours per class per academic term, make-up or advanced classes shall be required.

2. The selection of participants to seminars, workshops, conferences, and other faculty development activities referred to in this Memorandum, shall be at the sole discretion of the University and, without prejudice to other criteria applied, shall take into primary consideration: (a) the alignment of the professional/academic specialization of the attendee with the nature of the activity, (b) the present and future needs of the University or any of its Colleges and Departments, and (c) the provision of equal opportunities to teachers with similar qualifications and career potentials in the University.

   Where professional alignment is met, Deans should represent the University in the Conventions of professional organizations; otherwise, the slot may be given to the Chair, and then to the Faculty.

3. Make-up or advanced classes, if needed, may now be held on classes recited once a week for three (3) hours or more, subject to the request and approval procedures currently used.
4. Make-up or advanced classes on the same subject may be combined, depending on the availability of a facility suited for this purpose and with the approval of the Dean.

This Memorandum supersedes all other University policies, rules, regulations and procedures on the contrary, and shall be applied in consonance with other related provisions contained in the Faculty Manual and in other administrative instruments now in effect.
Appendix 10

POLICY ON CHEATING

Policy Statement

The following acts shall constitute cheating and shall be punishable hereunder:

1. Unauthorized possession of notes or any material relative to the examination whether the student actually uses them or not;

2. Copying from or allowing another to copy from one’s examination papers;

3. Talking with another without permission during an examination;

5. Passing as one’s own work any assigned reports, term paper, case analysis, reaction paper, and the like, which was copied from another; and/or

6. Using any electronic device/cellphone during exam unless allowed by the teacher.

Steps in Reporting Cheating Cases

1. The faculty member administering the examination will immediately apprehend a student who is cheating on the spot and will receive zero (0) in the examination/test/quiz.

2. If the same student repeats this major offense/cheating, the student will be given a failing grade in the subject in which he was caught cheating without prejudice to the imposition of other disciplinary measures. The case will be reported to OSA for other necessary sanctions.
Appendix 11

CHED Memorandum Order
No. 17
Series of 2012

SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that “The State shall exercise reasonable supervision over all higher education institutions”, and pursuant to Commission en Banc Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

ARTICLE I
STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education’s contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

ARTICLE II
COVERAGE

Section 3. These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated or not covered by these policies and guidelines.

Section 4. For purposes of this CMO, the terms below are defined as follows:

Educational Tour – an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip.
Field Trip - an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

ARTICLE III
OBJECTIVES

Section 5. These set of policies and guidelines aims to rationalize the Conduct of Educational tour and/or Field Trips among Higher Education Institutions (HEIs) in order to:

5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum, and

5.2. ensure that all Higher Education Institution provides quality educational tour and/or field trips relevant to acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV
ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field Trips in general are part of the curriculum enhancement, hence, broadens the student’s learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry plans appropriate to degree program requirement.

Section 7. Higher Education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who cannot join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 “Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.
ARTICLE VI
DESTINATION

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the place where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of the students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall from part of the Orientation Freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secure before the scheduled dates of the educational tours and/or field trips.

ARTICLE VII
ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEIs shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent’s and/or guardian consent. Debriefing program should include among others, reflection among the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHED Regional Offices concerned at least one (1) month before the opening of the classes for every academic year. HEI’s report should include among others the filled-in undertaking that the field trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is relative within the third civil degree of consanguinity or affinity to an HEI owner or employee.
having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEI within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that the tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main and Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their student handbook, and copies of the same shall be given to students and displayed in conspicuous places for their student’s guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct.

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of immediately preceding sections shall not apply.

ARTICLE VIII
FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX
SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or noncompliance of Higher Education Institution.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:
1st Offense, a written warning;
2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the commission en Banc, and
3rd Offense,
- Disapprove the application for other school fees increase and introduction of new fees od HEI;
- Administrative and criminal charges against it and/or its responsible officers under existing laws
- Imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission the concerned HEIs.

ARTICLE X
REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 1997 “Enjoining all HEIs in the Country to Make insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI
EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspapers of general circulation and should be observed by all HEIs starting AY 2012-2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.

PATRICIA B. LICUANAN, Ph.D. (SGD)
Chairperson
# Checklist of Requirements
For CMO No 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

<table>
<thead>
<tr>
<th>A. Before the Educational Visit or Field Trip</th>
<th>Complied</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Included in the curriculum</td>
<td>Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hours specify course title and unit credits</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Guidelines of concerned HEI included in the student’s handbook displayed in the conspicuous places, and included in the General Orientation of Freshmen</td>
<td>Update Guidelines of concerned HEI included in the student’s handbook, displayed in the conspicuous places, and included in the General Orientation of Freshmen d HEI Outline of Assessment Report to be filled in by the concerned faculty and students</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Faculty –in-charge</td>
<td>Faculty –in-charge a. Present designation b. With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Advanced and properly coordinated with the Local Government and other</td>
<td>Advanced and properly coordinated with the Local Government and</td>
<td>Yes</td>
</tr>
<tr>
<td>Complied</td>
<td>REMARKS</td>
<td></td>
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<td>----------</td>
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<tr>
<td><strong>Concerned non-government offices.</strong></td>
<td>other concerned non-government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs</td>
<td></td>
</tr>
<tr>
<td><strong>5. Consultation conducted to concerned students, faculty and stakeholders.</strong></td>
<td>Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee’s signature</td>
<td></td>
</tr>
<tr>
<td><strong>6. Destination chosen considering cost and benefit requirements</strong></td>
<td>Destination chosen considering cost and benefit requirements, safety, and relevance with the subject matter</td>
<td></td>
</tr>
<tr>
<td><strong>7. Fund and other resources properly secured</strong></td>
<td>Fund and other resources properly secured and accounted for</td>
<td></td>
</tr>
<tr>
<td><strong>8. Briefing to concerned faculty and students</strong></td>
<td>Briefing to concerned faculty and students and provide the needed info materials</td>
<td></td>
</tr>
<tr>
<td><strong>9. Written plans submitted to HEIs</strong></td>
<td>Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of the itinerary and Travel Agency’s or Tour Operator’s Accreditation Certificate issued by DOT</td>
<td></td>
</tr>
<tr>
<td><strong>10. Insurance of students, faculty and other</strong></td>
<td>Individual or group insurance for students</td>
<td></td>
</tr>
<tr>
<td>Complied</td>
<td>REMARKS</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>concerned stakeholders</td>
<td>faculty and other concerned stakeholders</td>
<td></td>
</tr>
<tr>
<td>11. Format of Learning journals given to students</td>
<td>Standard Format of Learning journals given to students</td>
<td></td>
</tr>
<tr>
<td>12. Announcement to students, faculty and parents</td>
<td>Announcement to students, faculty and parents made one (1) to two (2) months before the scheduled date of educational tour/field trip</td>
<td></td>
</tr>
<tr>
<td>13. Risk Assessment plans in place</td>
<td>Risk Assessment plans in place and preventive measures given to students and stakeholders</td>
<td></td>
</tr>
<tr>
<td>14. Medical clearance of students</td>
<td>Medical clearance of students and medical aid kits are provided Medical clearance duly signed by the Parent or Physician or Waiver</td>
<td></td>
</tr>
<tr>
<td>15. Schedule of fees (including its details)</td>
<td>Written schedule of fees disseminated to concerned stakeholders</td>
<td></td>
</tr>
<tr>
<td>16. Parent/guardian consent duly-notarized be required before the educational tour or field trip</td>
<td>Duly-notarized consent submitted before the activity</td>
<td></td>
</tr>
<tr>
<td><strong>B. During the Educational Visit of Field Trip</strong></td>
<td>Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips</td>
<td></td>
</tr>
<tr>
<td>Action</td>
<td>Complied</td>
<td>REMARKS</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>----------</td>
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</tr>
<tr>
<td>2. Proper implementation of educational visit or field trip</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Program of activities followed as planned or activities adjusted as the need arises</td>
<td>No</td>
<td></td>
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<tr>
<td>3. Properly coordinated with the concerned LGU and/or government or non-government office</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Letter or MOA stating the coordination with the concerned LGUs or NGOs</td>
<td>No</td>
<td></td>
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<tr>
<td><strong>C. After the Educational Visit or field trip</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Documentation of Debriefing Program</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>2. Assessment report by faculty and submitted including details of amount expended</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. Filled-in Undertaking form</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>3. Assessment report by students and students concerned</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Assessment report by students submitted to concerned HEI</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
Appendix 12
HOLY ANGEL UNIVERSITY
Angeles City
MEMORANDUM

TO: FACULTY & NON-TEACHING STAFF
FR: ACADEMIC AFFAIRS OFFICE/HUMAN RESOURCES MANAGEMENT OFFICE
DATE: 18 NOVEMBER 2013
RE: ADDITIONAL POLICIES & GUIDELINES ON EDUCATIONAL TOURS, FIELD TRIPS, AND OFF-CAMPUS ACTIVITIES

In addition to the policies and guidelines set by the University on Educational Tours, Field Trips and Off-Campus Activities stipulated in the Faculty Manual/CHED CMO #17 Series of 2012 and DepEd Order # 52 Series of 2003, the following shall also be strictly implemented:

All field trips/educational tours/off-campus activities shall be supervised by at least two (2) faculty/staff members per vehicle.

For every academic trip, the HS Principal/Dean shall designate a Field Trip Director from among the faculty members/staff joining the said activity/tour. The Field Trip Director is responsible for enforcing compliance with University policies by all persons participating in the field trip.

For every co-curricular/extra-curricular off-campus activity, the OSA Dean shall designate at least two (2) faculty/staff members as persons in charge of the said activity/trip, as well as appoint a Coordinator from among them.

The Field Trip Director/Coordinator shall ensure that the official itinerary is followed and that no side trips or other itineraries are allowed.

All accompanying faculty/staff members must exercise reasonable care to protect and supervise students while they are participating in a field trip/off-campus activity conducted by the University.

All accompanying faculty/staff members must comply with University policies such as, but not limited to, those on bringing/drinking of alcoholic beverages, use of vehicle, misconduct, sexual harassment, gambling, lending & merchandising activities, and collection of money while on field trips/off-campus activities.

For activities with overnight stay, all faculty/staff members shall ensure the safety and security of all the students while they are in their assigned rooms. All faculty/staff shall not join their students in their assigned rooms for any duration of time and shall have separate sleeping quarters.

Violation of said policies and guidelines will be subject to disciplinary action ranging from written warning to termination, depending on the gravity of the case.

For your strict compliance.

DR. JAIME V. CORTEZ
VPAA

MS. EDNA MARRIZA C. SANTOS
Director, HRMO
Appendix 13
UNIVERSITY COMMUNITY SERVICE PROGRAM

A. Vision-Mission

Vision

Capable and committed HAU volunteers and workers partnering with enabled and empowered (instead of self-sufficient) communities

Mission

Moved by the passion to serve and living by the values of selflessness, goodness, integrity and trust, we the community extension volunteers and workers, promote growth and development by generating options with our less disadvantaged partners in Angeles City and outlying areas of Pampanga.

B. Program Thrust and Management

Opportunities for the involvement of HAU’s stakeholders in community The University Office of the Community Extension is tasked to create extension activities/services through its three program components 1) the Institutional Community Extension Services Program (ICESP); 2) the National Service Training Program (NSTP); and 3) Networking for Service Program (NSP) with government and non-government organizations.

While the first two programs are designed to inculcate volunteerism among employees and students, the third one is curriculum-based for students anchored on the social responsibility mission of the University and the national mandate of involving the youth in nation building.

In carrying out such task, it seeks to coordinate sectoral efforts and resources for the maximum benefits of both service providers and recipients toward the attainment of the University vision of:

- establishing partnership with communities for their greater empowerment as well as self-reliance; and
- cultivating among members of HAU community the deepening of an inner life characterized by a maturing conscience and environment that promote Christ-centered values, professional competence, leadership and social responsibility.
Participatory management of ICESP and sector-based projects and activities is undertaken through the CSCB or the Community Service Consultative Body consisting of the following:

Chairperson: Head, OCES

Members: Sectoral Representatives  
College Faculty Coordinators  
High School Faculty Coordinator  
Grade School Faculty Coordinator  
NTP Representative  
Students' Representatives  
Alumni Association Representative

A sectoral representative is a volunteer or does not receive any compensation in doing liaison function between OCES and his department/sector, particularly in disseminating information about community extension projects for the purpose of mobilizing active involvement and in generating appropriate resources. He/she also attends regular and emergency/special meetings convened to formulate recommendations for

- policy formulation;
- program development;
- project area selection;
- areas and level of involvement; and
- project planning and evaluation.

C. Program Description

1. INSTITUTIONAL COMMUNITY EXTENSION SERVICES (ICESP)

The ICESP is HAU’s integrated and holistic approach to rendering community service to consolidate and match sectoral efforts and resources toward a continuing process of development for both service providers and recipients.

Type of Services. The University through OCES or its various sectors may initiate projects/activities that are:

1. DEVELOPMENTAL. This is an integrated intervention for a period of 3-10 years anchored on principles of community organizing and social mobilization. Regular visits and series of activities in the community are conducted with follow-ups and monitoring/evaluation schemes. Services evolve from organizing/nurturing a community (adoption) to partnership for greater empowerment as indicated by beneficiaries who
- possess an open and healthy worldview;
- possess a positive and accurate self-concept;
- see themselves as capable of generating resources toward self-reliance; and
- are capable of meaningful activity, concerted efforts, initiating actions, flexible interactions and personal resiliency.

2. **SEMI-DEVELOPMENTAL.** This is the provision of technical assistance or the sharing of expertise either on an individual or group capacity which can be done thru:

2.1 mere delivery or rendering of services like skills training, welfare/counseling assistance, health care services, consultancy, etc.;

2.2 advocacy activities/services; and

2.3 educational activities like barangay lecture/demonstration, for theater arts and others.

3. **OUTREACH.** This is a dole-out approach or one-shot civic-type of activity/service. It is the delivery or provision of services like medical/dental mission, distribution of relief goods during disaster/emergency period, clinical, technical and other forms of assistance with no target community to be developed or no planned series of activities, e.g. tree planting, Christmas treat for street children, and the like.

**Program Phases/Components.** The University implements a community development project following the basic community organizing cycle of 1) entry service for community awareness/rapport building; 2) social investigation or benchmarking; 3) community building/community participation (integration and deepening); 4) planning and goal setting; 5) implementation of plans; and 6) evaluation. These activities are employed in the major phases of community development, that is, the nurturing stage and partnership stage. The latter is also the University’s strategy for phase out.

The program components constitute the sectoral capabilities in carrying out the aforementioned activities:

**RESEARCH AND DOCUMENTATION.** This includes the conceptualization planning and implementation of researches/studies for 1) program or project identification; 2) process and systems installation; 3) process documentation of implementation and monitoring; and 4) evaluation of program/project impact.

**COMMUNITY ORGANIZATION AND EDUCATION.** This covers the community organizing/building services for rapport and commitment building such as leadership training, immersion, core group formation, team building sessions, project development and management.
LIVELIHOOD SKILLS AND TECHNICAL ASSISTANCE. This involves capability building activities in generating resources either on an individual or group capacity through the following:

- Cooperative Formation; Cooperative-related Trainings and Seminars
- Income Generating Projects
- Project Feasibility Study
- Project Assessment and Evaluation
- Networking and linkages
- Technical Skills Training
- Leadership Training/Community Resource Management
- Business Management and Development

SPIRITUAL DEVELOPMENT AND VALUES FORMATION. This includes activities for the sustainability of the ICESP in the target area through the holistic development of people and communities.

- Recollections/retreats
- Basic ecclesial communities
- Catechism and other religious activities
- Engagement with Parishes of the area
- Family and youth ministry
- Self and Community Awareness
- Stewardship and Environmental Awareness and Concerns

MICRO-INFRASTRUCTURE PROJECT SUPPORT. This includes activities that will improve the physical environment as well as sanitation of the target area through the identification, planning and construction of micro-infrastructure need of the clientele, e.g. community toilet project, chapel building, electrical/house wiring, and the like.

PREVENTIVE AND PROMOTIVE HEALTH CARE SUPPORT. This includes activities that will empower individuals and communities to assume greater responsibility and self-reliance in managing personal and community hygiene and health care routines through the establishment of support mechanisms and continuing capability-building sessions.

- Primary Health Care Committee and Partnerships
- Maternal and Child Care Program
- Health Care Information System
- Proactive Barangay Health Station
- Healthy Lifestyle
2. **NETWORKING FOR SERVICE PROGRAM (NSP)**

The University through OCES actively participate or spearhead networking activities with Archdiocesan/Parish Social Action, GOs and NGOs in the area not only to create opportunities for HAU Community to do community service but also for the Church, GOs and NGOs to work together in addressing issues/problems of national concern.
Appendix 14

FACULTY DRESS CODE POLICY

Faculty members serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty members shall dress in a manner and have an appearance that is appropriate, decent and professional in light of the environment on which they work.

1. All faculty members are required to come in uniform with close-toed shoes for female and shoes with socks for male.

2. Fridays and Saturdays are declared free days for the faculty, however, the sense of appropriateness must be observed.

3. Proper cut and length of uniform must be strictly observed. Length of skirt must be knee-length. Tight-fitting pants are discouraged.

The following are deemed inappropriate for:

a. Female faculty: T-shirts, strapless/backless, belly baring blouses, plunging necklines, mini-skirts, shorts, jeans and slippers.

b. Male faculty: sandos, shirts with obscene designs, sleeveless shirts, jeans, shorts, rubber sandals and slippers.
Appendix 15

POLICY ON ACTIVITIES OTHER THAN DESIGNATED OFFICIAL FUNCTION

Policy Statement

As an educational institution, the University is vested with the social responsibility of conveying and promoting values and attitudes that prepare the students to be responsible members of society. Faculty members, above all, are expected to provide modeling behavior such that students will experience what is told to them in the institution.

The University is hereby adopting the following policy governing activities and transactions other than designated official functions in order to cultivate and maintain the spirit of fairness and professionalism in the dealings and relationships of all members of the University community:

All faculty members and employees in the course of fulfilling their official duties or in connection therewith should refrain from:

a. Receiving for personal use fees, gifts or other valuable when such fee, gift or valuable is given in the hope or expectation or receiving a favor or better treatment accorded other persons;

b. Soliciting goods, gifts, donations, prizes or the like from individuals, business firms and establishments without written permission and approval of the President;

c. Selling goods and services to students; and

d. Committing acts punishable under the anti-graft laws.

Solicitation, sale of goods and services, and receipts of gifts and favors, to be deemed official and legitimate, shall first seek written permission and approval of the President prior to being undertaken. Moreover, employees must be guided that any form of solicitation should not interfere with any educational or official activities/policies of the University.
PART I: STATE AND SCHOOL POLICIES

Section 1. State Policy. The State shall value the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment is hereby declared unlawful.

It is the duty of the employer to prescribe the guidelines on proper decorum in the workplace and educational institution, and to provide the procedures for the resolution, settlement or prosecution of said acts.

Section 2. School Policy. One objective of the Holy Angel University is to foster an open learning and working environment. This implies its obligation to provide an environment that is free from sexual harassment and from fear that is may occur. Since the entire academic community suffers when sexual harassment takes place, it is the declared policy of Holy Angel University that sexual harassment is unacceptable behavior and violation of the law and shall never be tolerated or condoned.

Violations of these policies shall result in disciplinary action, including but not limited to expulsion or termination as the case may be, without prejudice to criminal prosecution.

All members of the HAU community affected by or involved in a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

Considering the delicate nature of such incidents and possible misconceptions and apprehensions, the University shall accord the respondent as much respect as the complainant, by ensuring confidentiality and due process in the investigation of the case and by punishing those who commit damaging intrigue, perjury or those who are found to have made false accusations.

PART II: DEFINITION OF TERMS

Section 1. School Personnel. This refers to all persons working for Holy Angel University, and includes the following:

1. Teaching Staff - actually engaged in the teaching service;
2. **School Administrators** - the school head or the chief operating officer of a school or in general, those who are duly appointed to (and occupying) a position of responsibility involved in both policy-formulation and implementation;

3. **Academic Non-Teaching Personnel** - any employee possessing certain prescribed academic functions directly supportive of teaching, such as librarians, guidance counselors, researchers, research assistants, and the like.

4. **Non-Academic Personnel** - any employee who does not fall under the definition and coverage of teaching staff, administrators and academic non-teaching personnel.

The University shall be considered both as a place of study and a place of work.

**Section 2. Sexual Harassment** - Sexual harassment is committed by an employer, agent of the employer, manager, supervisor, employee, instructor, coach, trainor, or any other person who -- having authority, influence, moral ascendancy or physical superiority over another in a work/educational environment---demands, requests or requires any sexual favor from another, whether or not the other person accepts the demand, request or requirement. Forms of sexual harassment include:

- Unwelcome sexual advances;
- Repeated sexually-oriented kidding, teasing, joking, of flirting;
- Verbal abuse of a sexual nature;
- Graphic commentary about an individual’s body, sexual prowess or sexual deficiencies;
- Leering, whistling, touching, pinching or brushing against another’s body;
- Displaying objects or pictures which are sexual in nature that would create a hostile or offensive environment;
- Serious physical abuses such as sexual assault and rape;
- Persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one.

**Section 3. When Sexual Harassment is Committed.** In a *school-as-a-place-of-study* setting, sexual harassment is committed:

1. against one who is under the care, custody or supervision of the offender;

2. against one whose education, training, apprenticeship of tutorship of the victim is entrusted to the offender.

3. the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and/or scholarships, or the payment of a stipend, allowance, or other benefits, privileges or considerations; and
4. the sexual advances result in an intimidating, hostile or offensive environment for the student/trainee/apprentice.

In a *school-as-a-place-of-work* setting, sexual harassment is committed when:

1. the sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of the victim;

2. the sexual favor leads to the granting of favorable compensation, terms, conditions, promotions or privileges;

3. the refusal to grant the sexual favor results in the limiting, segregating or classifying the employee in a way that will discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

4. the sexual favor or its refusal impairs the employee's rights or privileges under existing labor laws; and

5. the sexual favor or its refusal results in an intimidating, hostile or offensive environment for the employee.

Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person get a higher grade or a salary increase by submission to sexual advances. The suggestion need not be direct or explicit; it can be implied from the conduct, circumstances and relationship of the persons involved.

**Section 4. Offenders.** Offender may be those who have authority, influence, or moral ascendancy over another. Students committing sexual offenses will be charged as per provisions of the Student Manual.

**Section 5. Other Persons Liable.** Any person who directs or induces another to commit or succumb to act of sexual harassment, or who cooperates in the commission of the act, shall also be held liable under these Rules. Their penalties will be determined by the extent and nature of their involvement.

**Section 6. Sanctions.** The board shall choose from the following based on the gravity of the offense as determined by it.

- Written Reprimand
- Suspension
- Termination

**Section 7. Sanctions Not a Bar to Court Action or Other Actions.** Administrative sanctions shall not be a bar to prosecution in the proper courts. Any offense falling hereunder may be referred to other school authorities for proper action.
Section 8. Harassment Outside the Campus. The University and the Anti-Sexual Harassment Board herein defined shall take cognizance of sexual harassment cases committed by the members of its community outside the campus and beyond classroom and office hours if the sexual favor falls under Section 3 hereof.

PART III: ANTI-SEXUAL HARASSMENT BOARD

Section 1. Anti-Sexual Harassment Board and its Functions. An Anti-Sexual Harassment Board is hereby created. The Board shall conduct orientation, as the case may be, for employees, faculty, coaches, students, etc. to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases. The Board may form a Committee to initially determine if submitted cases merit investigation. The Committee may refer cases to the Board of Discipline, the Grievance Committee or the Anti-Sexual Harassment Board depending on the nature of the offense.

Section 2. Composition of the Board. The Board shall be composed of representation of the different sectors of the University as follows:

- Chairperson: Administrator
- Vice Chairpersons: Administrator
- Members:
  - 1 Male and 1 Female Faculty
  - 1 Male and 1 Female Employee
    (from Rank and File)
  - 1 Male and 1 Female Student
  - University Chaplain

PART IV: GRIEVANCE PROCEDURES

Section 1. Right to Due Process. No disciplinary sanction shall be applied upon any respondent except for cause, and after due process shall have been observed. The respondent must be afforded confidentiality during the proceedings,

“Due Process” means:

1. The alleged offender is informed in writing of the accusation against him;
2. He is given the chance to answer the charges against him, with the assistance of counsel if desired;
3. He is informed of the evidence against him;
4. He is given the chance to present evidence on his own behalf;
5. All the evidences are considered by the Committee.
Section 2. **Written Complaint.** The complaint must be in writing, under oath and must contain the following information:

1. The name(s) and address(es) of the complaint(s);
2. The name(s) of the respondent(s);
3. Narration of incident (when, where, how);
4. The name(s) of witness(es), if any;
5. Attachments of pertinent papers or documents in support of the complaint.

The complaint must be filed with the Board Chairperson within two years from the commission of the offense or from the time the threat ceases.

Section 3. **Furnishing Respondent with Complaint.** The Board shall immediately furnish the offender a copy of the complaint and all its attachments, and shall direct him to submit an answer and accompanying documents within ten (10) days from receipt thereof. The Board shall schedule the hearing on a date immediately after the given period.

Section 4. **When Victim is a Minor.** When the offended party is a minor, the parents, or any adult school personnel may file the complaint for the minor.

Section 5. **Failure to Answer.** If offender fails to answer in writing and under oath and submit documents (within ten days from receipt of the complaint), or fails to appear during the conference, the offender shall be deemed to have waived his right to present his evidence and the case shall be heard in his absence.

Section 6. **Confidentiality.** The Board should make every effort to maintain confidentiality.

Section 7. **“Reasonable Man/Woman” Standard.** In view of the fact that the perceptions of men and women may differ as to what constitutes harmless fun on one hand and offensive conduct on the other hand, the Board shall adopt a “reasonable man/woman” rather than a “reasonable person” standard to determine whether the act is unwelcome and sufficiently pervasive to constitute sexual harassment. Under this standard, the proper focus is on the **victim’s perspective** of the given act. Thus, in a typical case, a sexual harassment complaint is proven if a reasonable man or a reasonable woman would consider the act hostile or offensive.

Section 8. **Liability of the Employer or Head of Office/University.** The employer or head of office/university shall be solidarity liable for damages arising from the acts of sexual harassment committed on campus if the employer or head of office/university is informed of such acts by the offended party and no action is taken thereon within ten (10) calendar days from receipt of the complaint.

Section 9. **Written Records.** Written records of cases of sexual harassment must be kept and treated with confidentiality. Therefore the public should have no access
to them except upon order of the court. All records shall be kept by the Board Secretariat.

Section 10. Procedures. The procedures will be summary. The offender cannot invoke cross-examination as a matter of right but may be allowed to ask clarificatory questions if deemed necessary by the Board. If, in the motu proprio opinion of the Board, no hearing is necessary, then it shall issue an order to the effect and declare the case submitted for resolution.

PART IV: MISCELLANEOUS PROVISIONS

Section 1. Preventive Suspension of Accused. Any respondent may be placed immediately under preventive suspension without pay for a period not exceeding thirty (30) days.

Section 2. Incriminating Innocent Persons. Any member of the academic community, who shall, by perjury, incriminate or impute to an innocent person the commission of a sexual harassment act, shall be meted appropriate by the Board.

Section 3. Separability Clause. If any part or provision of the Act or any of these implementing rules and regulations be held invalid or unconstitutional, it shall not affect the effectivity and implementation of its remaining parts or provisions.

Section 4. Repealing Clause. Any rules and regulations, orders and policies of the University which are inconsistent with any provision of the Act or with any of these implementing rules and regulations, are hereby deemed repealed or modified, as the case may be.

Section 5. Effectivity. These rules and regulations shall take effect fifteen (15) days after publication and posing by the Board.
Appendix 17

POLICY AGAINST LENDING and MERCHANDISING ACTIVITIES

Policy Statement

The University continues to upgrade the compensation package of its faculty and personnel in order to ensure that all officers, teaching and non-teaching personnel are highly motivated in contributing to the pursuit of the University’s Mission, Vision, Goals and Objectives.

Recently however, the University has been made aware of certain issues arising from lending and merchandising being conducted by such personnel, between and among themselves (and agency personnel and students) which involves the need to exact payments/interests from colleagues and co-workers similar to a loan/sale agreement. While the University does not discourage its employees to lend assistance to each other by their own means, the University will always guard against activities that may unduly compromise their professionalism, morale, and dedication.

There is no doubt that a lending/merchandising activity, whether written or verbal, or for whatever amount, creates a special relationship of creditor-debtor between the parties, which grants certain rights to such parties in case of non-payment or breach. If this form of activity between and among University personnel is not abated, any ensuing lending activities are sure to create a potential strain between such parties that would eventually undermine the professionalism, morale, and dedication of our personnel, not to mention the effects it would have on the learning environment of our students.

For this reason, any faculty or personnel, or any other staff of the University, who shall engage in any form of peddling/selling of merchandise or loan activity with co-workers, agency personnel, or University students, shall be subject to investigation and may be sanctioned as follows:

Sanction

Any violation of the University’s policy against lending/merchandising activities shall constitute a “Major Offense” and shall be dealt with in accordance with existing procedures under the University Manuals for Teaching and Non-Teaching Personnel with the corresponding sanction of termination.

Effectivity: 28 January 2012
Appendix 18
Policy on University Security Measures

EXECUTIVE COMMITTEE RESOLUTION

UNIVERSITY SECURITY MEASURES

WHEREAS, maintaining and promoting the security infrastructure of the University is important in order to ensure compliance with the University’s mandate to protect the life and secure the person and personal belongings of its officers, teaching and non-teaching personnel, students as well as guests and visitors who visit or have business within the University campus;

WHEREAS, maintaining an effective security system within the University campus is important to promote a sense of well being within the University community, and enhance the capability of its teaching and non-teaching staff to perform their duties and responsibilities and ensure a sense of well being to enhance the capacity of students to concentrate in their studies;

WHEREAS, maintaining and promoting respect for the University’s security system constitutes an integral part of the school’s in loco parentis obligation to the state and commitment to the parents of students that while in the school premises, the children study within a secure environment;

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. Minimum Features of the University Security System. - The University’s security system shall be constituted of the following features:

   1.1 University Identification Cards. - Official identification cards with the name, designation, office unit, signature and close-up photo shall be issued by the University to all teaching and non-teaching personnel and students, which shall be worn on display at all times within the University premises.

   Guests and other visitors of the University shall be issued visitors’ passes which they have to wear during the entire time that they are within the University premises.

   It shall be mandatory for all University teaching and non-teaching staff and students to display their identification cards for the proper inspection or certification of University’s security personnel.

   1.2 Ingress Into and Egress Out of the University Campus. - It is an integral part of the University security system that ingress into and egress from the University campus shall only be through designated entrance points and exit points, as the case may be. It shall constitute a major offense for any person to enter into the University campus, or to exit from the University campus, other than through the duly designated entrance and exit points, as the case may be.

   A system of inspection of motor vehicles coming into and going out of the University campus may be enforced on a continuous, periodic or random basis by the University through its security personnel at entrance and exit points of the University campus.
1.3 No Bringing Into or Carrying of Deadly Weapons. - Except for the University security personnel who are authorized to carry duly registered or licensed weapons, no person shall be allowed to bring into the University or carry within the University premises, firearms, knives, and other forms of deadly weapons.

Upon specific registration with the University’s security unit, bodyguards of public officials or other important guests may be allowed to carry duly licensed weapons within the University’s premises.

1.4 Prohibition on Use of Liquor and Prohibited Drugs within University Campus. - Since intoxication or being under the influence of drugs has been shown to be the cause of various offenses, it is prohibited to bring into the campus or to ingest or to take any form of liquor or prohibited drugs within school premises or to be found in possession of any form of liquor or prohibited drugs within the University premises.

Exempted from these prohibitions would be the bringing in or serving of liquor for officially registered events undertaken within the University premises.

1.5 CCTV System. - The installation and proper maintenance within the University campus of a network CCTV and other similar security system is deemed important for maintaining an efficient security system that will record for purposes of evidence nefarious and other unlawful activities committed within the University premises, facilitate any act that shall undermine the prosecution of person who commit unlawful activities, and more importantly, constitute a deterrent to the commission of any offense which otherwise would have been committed in an atmosphere of impunity.

1.5 Keeping Records and Facilities under Lock and Key System. - The confidentiality of University records, and the security of its various equipment and facilities requires that the same should be under a system of lock and keys which access thereto shall be only through accountable University personnel.

(2). University IT Security Measures.

2.1 Computers and Software. The use of university owned computers and software within the campus shall be for official and business purposes only. All users should adhere to the protection of intellectual property rights in software and all information extracted using the university’s IT system. If necessary, authorized university personnel will check and inspect any computer, all its software and all data stored therein.

2.2 User Names and Passwords. All users with assigned user names and passwords must at all times protect their access to the university’s information systems which includes access to, but is not limited to, the CAMPUS++ System, the HAU Email System, Beadle System, and Payroll Information System. No user shall reveal user name and password information to another user. System administrators may unilaterally reset passwords or deactivate accounts if accounts come under suspicion as being compromised.
2.3 Internet Access. Use of the Internet may be monitored and logged including all sites visited, the duration of the visits, amount of data downloaded, and types of data downloaded. The time of recorded activity may also be logged. Users are urged to use caution when visiting unknown Internet sites and keep their browser configured to IT approved standards in order to protect against infections of malware and viruses. Certain inappropriate sites are blocked. Any computer may be denied Internet access if it is necessary to do so.

2.4 Information Security. In general, all information created and communicated using university systems are to be treated with confidentiality. Information stored in university computer systems may be subject to inspection by duly authorized personnel for legitimate purposes. Unauthorized extraction of data from university computer systems is prohibited. Login in and activity records may be reviewed by authorized personnel to verify valid system transactions by users.

2.5 Major Offenses. With respect to the use of IT resources within the university, the actions or activities indicated below are classified as major offenses. They include, but are not limited to, the following:

2.5.1 Intentionally sharing personal account access information (i.e., user name and password) to another user.
2.5.2 Stealing the account information of another user.
2.5.3 Hacking into or introducing viruses or malware to university IT systems.
2.5.4 Deliberate destruction or deletion of electronic data without authorization.
2.5.5 Extraction of data for purposes other than what they have been intended for from CAMPUS++ and all other university electronic systems.
2.5.6 Release of confidential personal or private information without authorization.
2.5.7 Engaging in harassment, cyber bullying and/or other illegal online activities against any member of the university community.

3. Other Security Measures to be Adopted. - The University may provide other security measures or add security features within the University campus which shall be mandatory and binding for all teaching and non-teaching staff and students from the time they are officially published in the University bulletin boards or website.

4. Offense Committed in Violation of the University's Security Measure or System. - It is hereby considered to be a serious offense to commit any act that would be contrary to or in violation of the security measures undertaken by the University, such as but not limited to the following: failure or refusal to wear official identification cards within the University premises, refusal to exhibit official identification cards when requested by University security personnel, refusal to allow an inspection of motor vehicles at security points when requested by University security personnel, the breaking of locks or seals, forcibly opening of locked doors or windows, intentionally blocking by any means or altering the designated directional view of, or causing damage or destruction to, CCTV and other security devices of the University, climbing over any of the University fences as a means of ingress into or egress out of the

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University campus, bringing into the University premises or having in one's possession any deadly weapon, violating any of the University IT security measures, etc., and shall be punishable as follows:

First Offense: Suspension
Second Offense: Termination

4.1. The foregoing penalties shall be separate from the civil liability arising from the damage that may have been caused to the University's security system.

(5). The provisions of this memorandum shall constitute an integral part of the College Faculty manual, High-school faculty manual, Laboratory Elementary School Manual and the Non-Teaching Personnel handbook.

ADOPTED THIS 18TH DAY OF JANUARY 2013 AT ANGELES CITY, PHILIPPINES.

S. JOSEFINA G. NEPOMUCENO, OSB
CHAIRMAN

ENGR. PETER G. NEPOMUCENO
VICE-CHAIRMAN

ATTY. ELFREN P. HIPOLITO, JR.
MEMBER/CORPORATE SECRETARY

DR. ARLYN SICANGCO-VILLANUEVA
MEMBER/PRESIDENT
Appendix 19

Policy on the Use of University Grounds and Facilities

EXECUTIVE COMMITTEE RESOLUTION

POLICY, RULES AND REGULATIONS ON THE USE OF UNIVERSITY GROUNDS
AND FACILITIES

WHEREAS, the University campus, the grounds, buildings and other facilities in it,
constitute the private property of the University, and should be properly safeguarded and
devoted towards the fulfillment of the University Mission and Vision;

WHEREAS, the acquisition of the University grounds, the construction of the various
University facilities has required the devotion of large resources from the University, its donors
and benefactors and requires the expenditure of large resources for their upkeep, maintenance
and upgrading towards their devotion to stakeholders, namely the faculty and the students;

WHEREAS, there is a need for the formal policies, rules and regulation covering the use,
and safeguarding of such University grounds and facilities;

NOW THEREFORE, it is hereby resolved that, the use of any of the grounds or facilities of
the University shall be in accordance with the following rules and regulations:

1. No ground section, building or other facilities of the University shall be used for any
purpose other than what they are primary intended for, without obtaining proper
authorization or permission from the proper school authorities as provided hereunder.

1.1 The term “primary use intended for” for which no prior authorization or permission
shall be required, shall mean and cover for purposes of illustration the following:
classrooms to be used for teaching, laboratories to be used for laboratory classes,
chapel being used for religious activities, conference rooms to be used for
authorized meetings, pedestrian areas being used for ingress and egress, open
spaces being used for official school activities, etc.

Nothing herein shall be construed to authorize the use or forcible ingress or access to
facilities which had been placed by University under lock and key, even when
the intended purpose of such ingress or deliberate access shall be consistent with
the primary use intended for such locked or secured facility.

1.2 Examples of activities or use of school grounds and facilities that need prior
permission/authorization shall be for purposes of illustration, which in no way shall
be deemed exclusive in character, may include: the use of classrooms as meeting
rooms, the use of open spaces as meeting areas, the use of parking areas as
meeting places or student rehearsals, conducting religious activities outside of the
chapel, conducting union meetings outside of union offices, the use of sports
facilities as meeting areas and concerts, etc.

2. The use of any grounds or school facilities outside of their intended primary purposes
shall comply with the following procedures:

2.1 Applicant shall file an Activity Form which shall be obtained from the Venues &
Logistics Office at least one (1) week before the scheduled date of activity.

2.2 For academic-related activities, the applicant must seek the approval of the
College Dean, Principal and the VP for Academic Affairs. For non-teaching
personnel activities, the applicant must seek the approval of the office head and
the cluster head. For student activities, the applicants must seek the approval of
the adviser and the Dean of Student Affairs. For outsiders such as Professional
Organizations, companies and institutions, applicant must seek the approval of the
University President.
3. The unauthorized use of facilities or the grounds of the university for purposes other than their primary intended use without complying with the foregoing procedures shall constitute an offense punishable as follows:

1st Offense: Written Warning
2nd Offense: Suspension
3rd Offense: Termination

4. The improper use of the grounds, facilities, and/or equipment of the university which causes damage or leads to potential damage to said grounds, facility or equipment, shall also constitute an offense punishable as follows:

1st Offense: Written Reprimand
2nd Offense: Suspension
3rd Offense: Termination

Such penalties are separate and distinct from the civil liability incurred to reimburse the University for the damage caused.

5. The deliberate destruction of or causing damage to the university grounds, facilities, equipment or records, shall constitute a serious offense punishable with the penalty of termination. Such penalty is separate and distinct from the civil liability incurred to reimburse the University of the damage caused.


ADOPTED THIS 14th DAY OF JANUARY 2013 AT ANGELES CITY, PHILIPPINES.

S. JOSEFINA G. NEPOMUCENO, OSB
CHAIRMAN

ENGR. PETER S. NEPOMUCENO
MEMBER

ATTY. ELPRED T. HIPOLITO, JR.
MEMBER

ENGR. GEROMIN T. NEPOMUCENO
MEMBER

DR. ARLYN SIANGCO-VILLANUEVA
MEMBER