



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PC I.2

I.2. A Faculty Manual is published formalizing faculty policies, standards and guidelines.

Documents attached:

- CERTIFICATION
- FACULTY MANUAL
- MINUTES OF THE MEETING
- REVISION OF FACULTY MANUAL
- REVISED ACADEMIC POLICIES



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the President
OFFICE OF THE UNIVERSITY/BOARD SECRETARY

CERTIFICATION

This is to certify that during the 158th Regular Board of Regents (BOR) Meeting held on 25 September 2017 at CHED Conference Room 2, 4th Floor, HEDC Building, C.P. Garcia Avenue, UP Campus, Diliman, Quezon City, the Board **approved** the 2017 Revised University Code subject to evaluation after a period of one (1) year.

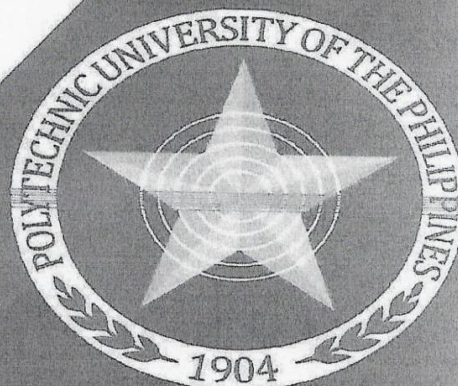
WITNESS MY HAND and dry seal this 25th day of September 2017 at the City of Manila, Philippines.

ATTY. GARY CAMITAN AURE, MPA
University/Board Secretary

2nd South Wing PUP A. Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) 716-63-08



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
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FACULTY MANUAL

Prepared by
PUP Department of Research, Planning & Development



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE EXECUTIVE VICE PRESIDENT
UNIVERSITY CODE REVISION COMMITTEE 2017

Minutes of the Meeting
University Code Faculty and Administrative Consultation

Date: July 10, 2017
Venue: Prudente Conference Room
Time: 9:00 A.M.
Presiding Officer: EVP Herminia E. Manimtim, Committee Chair

Attendance:

- | | |
|--|---|
| 1. Marvin R. Arriola, CAL | 23. Emma K. Pamatmat, PUP Calauan |
| 2. Gemma B. Macariola, CS | 24. Billy Ray Oldan, PUP Sto Tomas |
| 3. Ria A. Sagum, CCIS | 25. Alfred Pagalilawan, PUP San Juan |
| 4. Lina S. Felices, COED | 26. Lito Penaflor, PUP San Pedro |
| 5. Ramir Cruz, CE | 27. Gina Lim, PUP ITECH |
| 6. Arapia C. Ariraya, COC | 28. Edna S. Lavadia, PUP FFAI |
| 7. Chito A. Gonzales, CHK | 29. Marcela R. Figura, UNAKA |
| 8. Maria Teresa Yumang, CBA | 30. Roberto S. Palillo, UNAKA |
| 9. Therese Marie Oliver, CPSPA | 31. Mario S. Pelagio, UNAKA |
| 10. Ricardo F. Ramiscal, PUP-SMBC | 32. Fausto D. Gutierrez, UNAKA |
| 11. Florencio L. Lagman, PUP-Pulilan | 33. Jocelyn C. Nava, UNAKA |
| 12. Rommel Y. Roxas, PUP-QC | 34. Evelyn J. Del Mundo, UNAKA |
| 13. Casiano M. Segui, PUP-Unisan | 35. Salvador R. Natoc, UNAKA |
| 14. Anabelle Del Rosario, PUP-SMBC | 36. Myrna C. Cacho, UNAKA |
| 15. Larry M. Quinton, PUP-Bansud | 37. Maura C. Paz, UNAKA |
| 16. Gilfred A. Acierto, PUP SRC | 38. Herminia E. Manimtim, OEVP |
| 17. Ronald E. Alayon, PUP Taguig | 39. Emeteria Leonila Abayan-Perez, OEVP |
| 18. Danilo R. Delos Santos, PUP Bataan | 40. Joanna Marie A. Liao, Legal Office |
| 19. Luzviminda Alto, PUP Sablayan | 41. Edgardo A. Latoza, OVPSAS |
| 20. Carmelita M. Cauli, PUP Maragondon | 42. John Mark N. Nero, OVPSAS |
| 21. Ma. Teresa H. Bautista, PUP Cabiao | |
| 22. Dionysius A. Velasquez, PUP Lopez | |

Highlights of the Meeting

A. Preliminaries

The meeting started with a prayer and the singing of the national anthem. Chair Manimtim explained the rationale of the consultation with the faculty, administrative staff and students. She likewise explained the history of the revision of the University Code. She mentioned that this is part of the participatoriness culture that the administration wants to be embedded in the processes within the University. She further explained that the Board of Regents wanted a wider participation/dissemination of the Proposed Revised version of the Code. Moreover, she stated that the revised Code was drafted

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in such a way that the "services" instead of the offices and the sectors where they belong is the focus. is the focus to make the Code "enduring" and not be made obsolete with structural changes and realignments.

B. Comments/Suggestions from the Body

Book 1

1. Article 1 General Provisions

After Arts and Humanities, include Languages and Linguistics- Marvin R. Arriola, CAL

2. Article 2 The Governing Board

•The Admin Sector is left behind in the composition of the governing body, UNAKA is just an observer. - Marcela R. Figura, UNAKA

•UNAKA President is invited as an observer but cannot be included in the composition of the governing Board. – Mario S. Pelagio, UNAKA

•The law cannot be changed but the UNAKA members can "lobby" to amend the law. Edna S. Lavadia, PUP FFAI

3. Article 13, Section 5

Under Quality Assurance, include assignment of Research Coordinators- Arapia C. Ariraya, COC

Book 2

1. Article 17 Section 1

Remove Library aides- Marcela R. Figura, UNAKA

2. Article 17 Section 3

Add Branch Director- Chair Manimtim

C. Other Concerns from the Body

1. The University should add more security guards. -Evelyn J. Del Mundo, UNAKA
2. The University should be strict in the implementation of wearing I.D.'s- Arapia C. Ariraya, COC
3. The University should look into the idea of giving psychological exams annually. Evelyn J. Del Mundo, UNAKA
4. The deans and chairs of colleges and departments should remind the part-time faculty members to help in their respective colleges/departments specially during accreditation- Lina S. Felices, COED
5. The University should review the Faculty Manual. It should include transparency and equality as common qualities of faculty members. (Branches Sector)

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D. Concluding Statement

The body agreed that the University Code will be presented to the PUP community via the PUP website for larger dissemination and transparency. The deadline of soliciting comments and suggestions will be July 31, 2017.

E. Adjournment

The meeting was adjourned at 1:00P.M.

Prepared by:

Assoc. Prof. EMETERIA LEONILA ABAYAN-PEREZ, MALT
UTIMEC Secretary/Faculty Assistant, DEVP

Attested by:

EVP HERMINIA E. MANIMTIM, DEM
Chair, University Code Revision Committee 2017

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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE EXECUTIVE VICE PRESIDENT
University Code Revision Committee 2016

**Minutes of the Meeting
(University Code Revision)**

Date: September 14, 2016

Venue: Dr. Zenaida Olonan Conference Room

Time: 4:00P.M.

Attendance:

Present:

1. EVP Herminia E. Manimtim- Presiding Officer
2. HEA Anna Ruby P. Gapasin
3. AEVP Lualhati A. Dela Cruz
4. AVPSAS Edgardo A. Latoza
5. AVPAA Edelyn M. Mariano
6. AVPA Rosita E. Canlas represented by Camille Bulfangco
7. AVPF Sharon Joy Pelayo
8. AVPBC Norberto B. Caturay represented by Sherry Ann C. Medrano
9. OEVP FA Emeteria Leonila Abayan- Perez

Absent:

1. AVPREPD Racidon Bernarte
2. Atty. Joanna Marie A. Liao

I. Agenda

1. Proposed coverage of Books 1 and 2 of the University Code
2. Suggestions

II. Highlights of the Meeting

1. According to EVP Manimtim Book 1 will focus on the foundation of the PUP system and Book 2 will focus on the operational system, manual of operations, procedures, and policies of the University. She likewise stated that there are some parts in the existing University code that are more appropriate to be placed in the appendices.

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2. HEA Gapasin mentioned that the University code has been through three administrations of Executive Vice Presidents. First was during Dr. Naval's time and second during Dr. Muhi's time as EVP. Eventually, it will be finished in the term of EVP Manimtim. Furthermore, HEA Gapasin inquired on the recent copy of the University Code.
3. EVP Manimtim stated that the body will look at the two existing versions of the University Code. She added that during the coordination meeting with Atty. Liao, AVPAA Mariano and OEVP FA Abayan-Perez, the drafting of Book 1 outline and scope were guided by the legal basis, overall functions and aspects of the University system. The group agreed that Book 1 should contain provisions that shall not be affected by realignment of units, changes in the organizational chart, and operational guidelines revisions.
4. HEA Gapasin inquired on the reason why the Obelisk, Mural, and the Transformation were removed on Article 1 Section 4 of the University Code. EVP Manimtim answered that the real and unique symbol of PUP is the Pylon. The rest are just additional symbols.
5. EVP Manimtim mentioned that the institutional history and the goals of higher education which were drawn from CHED thrusts can be placed at the appendices of the University code.
6. HEA Gapasin asked about the Ex Officio Treasurer position on Article 3 Section 4 of the University Code. The body decided to check its basis.
7. HEA Gapasin queried why Article 5 and the rest of the articles did not begin with the structure of the particular office. EVP Manimtim answered that it was done on purpose to avoid being affected by changes in the organizational chart/structure. Narratives regarding the functions of the offices which are more flexible shall be included. AVPAA Mariano added that it is better to have general statements because it has been a practice in the University that when there is a new president there are also new alignment of offices/units.
8. HEA Gapasin asked where the Office of Branches and Campuses and the Office of International Affairs will be included. EVP Manimtim answered that they can be included on Article 4. She likewise said that the creation of a Presidential Sector, if necessary, shall be considered.
9. AVPAA Mariano cited that the focus is not the offices but the services that the offices offer. With that, EVP Manimtim asked the body if the term "Sectoral Offices" might be considered. She also stated that the title of

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Article 13 is still tentative. The body decided to rename Article 13 as Sectoral and Support Offices. Its sections are the following:

- I. Academic Services
- II. Administrative Services
- III. Research Services
- IV. Finance Services

10. AVPAA Mariano suggested not to divide the articles into sections anymore but to alphabetize the list of offices.

11. AVPSAS Latoza asked if the University Code will be presented to the Execom. He expressed his apprehension on the idea that the parts being considered by the body might be disapproved by the Execom. Further, AVPSAS Latoza inquired if the position of Associate Dean should still appear in the University Code. EVP Manimtim answered that the word "maybe" was used on that part because a college may or may not have an Associate Dean. HEA Gapasin suggested that in the IRR, the body can just explain the reasons for adding an associate dean. It is based on the number of the students and how big the college is.

12. HEA Gapasin suggested that the members of the Execom be given copies of the University Code prior to the next Execom meeting so that the members can prepare their comments and suggestions beforehand.

13. EVP Manimtim ended with this summary:

- I. The outline will be presented first to the Execom for their comments.
- II. The body will ask Atty. Liao regarding the basis of the Ex Officio Treasurer on Article 3 Section 4 of the University Code.
- III. The body decided to rename Article 13 as Sectoral and Support Offices.
- IV. The Committee will meet again once the outline has been presented to the members of the Execom.

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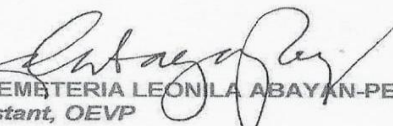


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III. Adjournment

The meeting was adjourned at 5: 35P.M.

Prepared by:


Assoc. Prof. EMBETERIA LEONILA ABAYKIN-PEREZ, MALT
Faculty Assistant, OEVP

Attested by:


EVP HERMINIA E. MANIMTIM, DEM
Chair, *University Code Revision Committee 2016*

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*Jose
12/5/17*

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Sta. Mesa, Manila

Minutes of the Meeting
August 16, 2017
First Meeting on the Revision of the PUP Faculty Manual
Start: 1:40pm
End: 2:40pm

Attendees:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Discussions:

1. Dean Claudio called the meeting to order. He discussed the necessity of a new and duly approved PUP Faculty Manual for COPC visits and accreditation.
2. Dean Claudio stated that this was a preliminary organizational meeting that would divide the group into subcommittees performing specific tasks. Timetable for the revision process is also being set.
3. The Proposed Outline for the Faculty Manual was discussed, and such is the following:
 - a. DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS (How do we look at our faculty?)
 - b. FACULTY QUALIFICATIONS, CLASSIFICATION, AND STATUS (based on criteria, status, academic rank; faculty designees)
 - c. EMPLOYMENT PROCEDURES, POLICIES AND PRACTICES (lifted from the PUP Manual)
 - i. Recruitment
 - ii. Change of Status
 - iii. Merit System and Promotion
 - iv. Benefits and Privileges
 - v. Workload (research load, extension load)
 - vi. Leave Privileges
 - vii. Scholarship
 - viii. Performance Evaluation
 - ix. Separation from Service
 - x. Retirement



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- xi. Academic Freedom
- d. EMPLOYEE DISCIPLINE (include guidelines for off-campus activities)
- e. FACULTY DEVELOPMENT (PUP lacks a good faculty development program)
 - i. Professional Development
 - ii. Research and Publication Development
 - iii. Community Development
 - iv. Integrity Development
 - v. Health and Wellness
4. HEA Gapasin suggested the institutionalization of Awards and Recognitions. She suggested that for sectoral awards, they must be approved per sector.
5. Dean Claudio suggested that research must be conducted on the existing policies in order to for the subcommittees to determine if having a separate chapter on Honors and Recognitions is necessary.
6. AVPAA Mariano asked for the submission of the outline in order to facilitate Execom approval.
7. Dean Claudio objected to the idea of submitting the draft outline for approval at this juncture as such is still subject to several revisions.
8. Dean Claudio suggested to have the Draft Manual be submitted to the Committee on Style in order to maintain style consistency with other University documents.
9. Regent Lavadia suggested that there must be clusters for public consultations, including branches and campuses including Faculty Club Presidents.
10. Dean Claudio stated that sub-committee meetings are to be scheduled based on the availability of the committee members. If funding is necessary, it may be coursed through AVPAA Mariano.

Tasking and Other Committees:

1. DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS – **College of Education – Dean Rosales**
2. FACULTY QUALIFICATIONS, CLASSIFICATION, AND STATUS – **AVPAA Mariano**
3. EMPLOYMENT PROCEDURES, POLICIES AND PRACTICES; and 4. EMPLOYEE DISCIPLINE – **Dr. Castolo, HEA Gapasin, Director Ramilo, Atty. Gimenez, Regent Lavadia, Atty. Salao**



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5. FACULTY DEVELOPMENT - CSSD DEPARTMENT CHAIRPERSONS
6. HONORS AND RECOGNITION – **Dr. Rosales and Dr. Dumrique**

Focal Persons:

- #1 and #6 – Dean Rosales
- #3 and #4 – Dr. Castolo
- #2 – AVPAA Mariano
- #5 – Prof. Palma

Dates:

August 31 – Submission of list of all Sub-Committee Members

September to October – Drafting of assigned parts of the PUP Manual at the sub-committee level

October 9 – submission of sub-committee draft to Dean Claudio

October 11 – Sub-Committee presentations in the form of Powerpoint

End of October – Deliberation by the overall committee

November – Public Consultation

December – for PUP Board of Regents approval

PREPARED BY:


MERCEDES CAMILLE OCAMPO



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POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
REVISION OF FACULTY MANUAL
2017

Proposed Outline

1. **DUTIES AND RESPONSIBILITIES OF FACULTY MEMBERS**
2. **FACULTY QUALIFICATIONS, CLASSIFICATION AND STATUS**
3. **EMPLOYMENT PROCEDURES, POLICIES AND PRACTICES**
 - 3.1. Recruitment
 - 3.2. Change of Status
 - 3.3. Merit System and Promotion
 - 3.4. Workload
 - 3.5. Performance Evaluation
 - 3.6. Separation from Service
 - 3.7. Retirement
 - 3.8. Academic Freedom
4. **FACULTY WELFARE**
 - 4.1. Benefits and Privileges
 - 4.2. Leave Privileges
 - 4.3. Scholarship
5. **EMPLOYEE DISCIPLINE**
6. **FACULTY DEVELOPMENT**
 - 6.1. Professional Development
 - 6.2. Research and Publication Development
 - 6.3. Community Development
 - 6.4. Integrity Development
 - 6.5. Health and Wellness



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PROPOSED PROVISIONS IN THE FACULTY MANUAL

Guidelines for Part-Time Teaching Outside the University

1. Regular faculty members, upon written request approved by the Dean/Department Head concerned and the Vice President for Academic Affairs, may be allowed to teach part-time outside PUP. The faculty members should also comply with the following requirements:
 - a. Possession of Master's Degree;
 - b. Student Evaluation of Very Satisfactory (VS) or higher;
 - c. No record of habitual absences;
 - d. No record of habitual tardiness;
 - e. No record of late submission of grades;
 - f. Regular and punctual attendance in college/department meetings and co-curricular activities; and
 - g. Schedule in other school/s should not be in conflict with schedule in PUP, with due allowance in travel time.
2. No overload shall be given to a faculty member with approved permit to teach in other school.
3. The faculty member shall accomplish Permit to Teach in Another School indicating his/her schedule in the other school, which shall not conflict with his/her schedule in PUP, taking into consideration the allowance for travel time.
4. The Vice President for Academic Affairs shall approve the written request of faculty member upon the recommendation of the Dean and/or Head and HRDM Head.

LEAVE BENEFITS

Solo Parent Leave¹

1. Solo Parent or Parental Leave with pay of seven (7) work days in a calendar year shall be granted to a solo parent provided he/she has presented a DSWD Solo Parent ID of the city or municipality where he/she resides.
2. The Solo Parent Identification Card or Certification shall be renewed and presented to the Human Resource Management Office on an annual basis.

Paternity Leave²

1. A legally married employee whose wife has delivered a child or had a miscarriage during the period of employment shall be entitled to a paternity leave of seven (7) calendar or six (6) work days leave with pay except in caesarian section delivery which shall be ten (10) calendar or nine (9) work days.
2. Application for paternity leave of more than three (3) days shall be filed at least three (3) days before the leave takes effect except in case of miscarriage; the form shall be submitted immediately upon returning to work, attaching the relevant medical certificate issued by the wife's attending doctor,
3. Paternity leave shall be availed of within six (6) months from birth/miscarriage.
4. Paternity leave benefit shall apply to the first four (4) deliveries/miscarriages.

¹ Republic Act 8972

² Republic Act 8187



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OFFICE OF THE PRESIDENT
Sta. Mesa, Manila

REVISED ACADEMIC POLICIES

1. *THE REVISED MERIT SYSTEM FOR FACULTY AND ACADEMIC STAFF OF THE POLYTECHNIC UNIVERSITY OF THE PHILIPPINES.*
2. *GUIDELINES ON*
 - CLASSIFICATION OF POSITIONS
 - FACULTY DESIGNATIONS TO OTHER POSITION
 - OVERTIME PAY, PART-TIME PAY, AND NIGHT PAY
 - TENURE, WORKING HOURS, AND COMPENSATION
 - LEAVES
3. *GUIDELINE ON THE RECRUITMENT AND HIRING OF NEW FACULTY MEMBERS*
4. *GUIDELINES ON THE RECRUITMENT AND HIRING OF SPECIAL LECTURERS FOR THE GRADUATE SCHOOL, OPEN UNIVERSITY, COLLEGES ,AND BRANCHES*
5. *GUIDELINES AND CRITERIA FOR THE SELECTION OF COLLEGE DEAN/DIRECTOR AND DEPARTMENT CHAIRPERSONS OF ACADEMIC PROGRAMS/PRINCIPALS*
6. *GUIDELINES FOR LOCAL FACULTY FELLOWSHIPS*
7. *GUIDELINES ON THE GRANTING OF FINANCIAL AID FOR THESIS/DISSERTATION WRITING*
8. *GUIDELINES ON TECTBOOK EVALUATION*
9. *GUIDELINES ON THE GIVING OF INCOMPLETE MARK*
10. *GUIDELINES ON TUTORIAL CLASSES*
11. *GUIDELINES ON EDUCATIONAL TOURS, FIELD TRIPS, AND PLANT VISITS*
12. *STUDENT GUIDELINES FOR SHIFTING FROM ONE COLLEGE TO ANOTHER*
13. *GUIDELINES ON PROVIDING INCENTIVES FOR TOP BAR/BOARD PASSERS*