



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PE S.2

S.2. There are policies on faculty academic recognition and grant of scholarships/fellowships and awards.

Documents attached:

- LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA:
 - INCENTIVE AWARDS SYSTEM
- FACULTY MANUAL



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
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LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAAP p.12-14

4.5. INCENTIVE AWARDS SYSTEM pp.12-18

There shall be an established and strengthened incentives awards system in the Institution, which shall encourage creativity, innovativeness, efficiency, and integrity in the public service by recognizing and awarding faculty members, individually or in groups, for their suggestions, inventions, superior accomplishments, and other personnel effort that contributes to the efficiency, economy, or improvement in operations or for any other extraordinary acts or services in the public interest.

The Institution shall encourage improved productivity and efficiency among the faculty and academic staff through appropriate recognition of ideas or accomplishments.

All deserving members of the faculty and academic staff with regular plantilla items who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies, or making recommendations to achieve greater efficiency and economy in the Institution.

Recipients of honor awards shall be given preference in promotion and training grants/ scholarships.

Guided by established policies, the Institution shall create any form, kind, or category of awards for each idea or accomplishment in addition to those already adopted by the government.

Any idea or accomplishment that meets the criteria for awards shall be entitled to a corresponding award but only once for each idea or accomplishment.

The Institution shall create an "Incentive Awards System Committee" (IASC) headed by a ranking officer chosen by the President with the Personnel Officer as the Secretary.

The IASC shall formulate its own rules to attain the program objectives in accordance with established guidelines.

Any member of the faculty and academic staff may nominate a colleague for any available award in the prescribed form to the IASC at any time of the year, and such nomination shall be evaluated, together with all others, annually.

At the end of the performance rating period, the Personnel Officer shall inventory all the ratings obtained by the faculty and academic staff and automatically nominate those who meet the criteria for outstanding performance rating awards and merit increase incentive.

The IASC shall submit the names of those whose ideas or accomplishments have been found to meet the awards criteria to the President for the granting of the Institution awards.

The awards shall be given during the Institution's foundation day.

The Personnel Officer shall enter in the personnel file any award or honor received by any member of the faculty and academic staff.



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Study Privileges

The University extends 100% tuition fee waiver to regular faculty members pursuing graduate studies at the Graduate School and Open University System. A 75% tuition fee discount is extended to part-time faculty. (Office Memorandum No. 18, Series of 2008).

Members of good standing of the Unyon ng mga Kawani ng PUP (UNAKA-PUP) are granted 100% free tuition and miscellaneous fees. These members, however, must possess the qualifications stated in the guidelines for the grant of educational benefits to UNAKA-PUP members and their children. (Office Memorandum No. 20, series of 2008)

Administrative officials and non-UNAKA member-employees are entitled to a 75% discount on tuition fee. Casual employees who have served the University for at least one year, are granted a 50% discount, also on tuition fees.

All University personnel are exempted from the payment of medical and dental fees.

Study Grants

1. All candidates for study grants shall undergo a thorough physical and medical examination and those found possessing such symptoms as might seriously affect their health and this impair their usefulness as students may not be considered.
2. Regular or partial grantees shall sign a contract binding themselves to such regulations as the Board of Regents may promulgate.
3. Study grants may be given on the basis of the greatest need for and usefulness to, the University. The appointment of grantees shall be made by the President and shall be limited to the most able, promising, and deserving in the line of study selected and on the basis of the University requirements.
4. Members of the faculty who have obtained fellowships or scholarships from other entities may be awarded partial study grants under such terms and conditions as may be determined by the Board of Regents.
5. A member of the faculty must first obtain the approval of the president before accepting any offer of financial aid from any person under such terms and conditions as may be determined by the Board of Regents.
6. The Dean may, from time to time, recommend a limited number of researchers, instructors and assistant professors chosen after competitive examinations who shall be awarded study grants for advance degree(s) under such conditions as the President may stipulate. The candidate obtaining the highest rating in the competitive examinations, oral and written, shall *ipso facto* be selected for the grant; provided, however, that in case of a tie between the candidates, the following factors shall be used as basis for breaking the tie, the candidate's academic qualifications, competence, efficiency, experience and training, and potential to improve in his/her chosen field of specialization.

Local Faculty Fellowship

1. Permanent or temporary faculty member of the University holding position not higher than Assistant Professor may avail of local fellowship and enroll in the University for advanced degree courses or where the course is not offered at the University's Graduate School, from other duly recognized University or college, subject to such terms and conditions as the President of the University may prescribe.



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2. Duration of the fellowship shall be, for master's degree, initially one (1) year subject to renewal for another year and for doctoral degrees for three (3) to five (5) years, provided there shall be an equal duration of return of service for the duration of the fellow.
3. The fellow may receive benefits such as salary, free tuition and other school fees, book allowance, thesis and dissertation aids, fare ticket and monthly stipend. (Refer to Appendix A.)

J. GUIDELINES FOR LOCAL FACULTY FELLOWSHIPS pp.38-39

In order to insure academic excellence, faculty members may avail themselves of local faculty fellowships and enroll at the University for advanced degree courses, subject to the guidelines and any other conditions that the University President may prescribe. In cases where the course is not offered at the PUP Graduate School, faculty members may seek admission to other recognized universities and colleges in the country that offer the needed expertise.

Every start of the fiscal year, around February, the University Scholarship Committee shall announce the availability of local fellowships. The committee shall screen the applications according to a set of criteria.

1. CRITERIA FOR SELECTION

- 1.1. Need of the college/unit for faculty members with advanced degrees as indicated by its faculty development plan;
- 1.2. Field of study of the applicant that should fall within the priority areas approved by the Scholarship Committee of the University;
- 1.3. Type of study program – master's/doctoral;
- 1.4. Amount financial assistance the applicant received in the past;
- 1.5. Faculty member's having a regular or temporary item; and
- 1.6. The applicant's having a position not higher than Associate Professor.

2. DURATION

Initially, for one year, subject to a renewal for another year for a master's degree and three to five years for a doctoral degree.

3. REQUIREMENTS

- 3.1. Application for local fellowship duly accomplished by the applicant supported by the following documents:
 - 3.1.1. Curriculum vitae,
 - 3.1.2. Transcript of records or copy
 - 3.1.3. Program of study; and
- 3.2. Endorsement of the Department Chairperson and the Dean.

4. BENEFITS

- 4.1. Salary of the fellow;
- 4.2. Free tuition and all other authorized school fees;
- 4.3. Book allowance of P10,000/semester;
- 4.4. Thesis aid of P20,000 for master's thesis and P30,000 for doctoral dissertation (this shall be given only once when the fellow is already working on the thesis or dissertation);
- 4.5. One round-trip ticket (given only to fellows from the satellite campuses); and
- 4.6. Monthly stipend of P2,000.00



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5. **OBLIGATIONS**

- 5.1. The fellow shall execute a contract with the university and the corresponding surety ship agreement. The fellowship contract shall stipulate, among other things, a return service of two years for every year of fellowship.
- 5.2. The fellow shall submit progress reports and a copy of grades to the Scholarship Committee before the renewal of the fellowship.



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

PUP - Central Record Section	
Received by: <i>Roberto S. Palillo</i>	
Date: <i>Feb 15 2019</i>	

MEMORANDUM ORDER
No. 06, Series of 2019

TO : ALL CONCERNED

SUBJECT: REVISED GUIDELINES FOR FACULTY FELLOWSHIP

DATE : February 14, 2019

*Chairman, Lab Head
Faculty.
For info + AA.
Feb 15 2019*

In order to ensure academic excellence, faculty members may avail themselves of local faculty fellowship and enroll in the University for advanced degree course, subject to the guidelines and any other conditions that the University may prescribe. In cases where the chosen course is not offered in the PUP Graduate School, faculty members may seek admission to other recognized universities and colleges in the country that offer the needed expertise.

Every start of the fiscal year, the University Scholarship Committee shall announce the availability of local faculty fellowships. The Committee shall screen the applications according to a set of criteria.

1. CRITERIA FOR SELECTION

- 1.1. Need of the college/unit for faculty members with advanced degree as indicated by its faculty development plan;
- 1.2. Field of study of the applicant that should fall within the priority areas approved by the Scholarship Committee of the University;
- 1.3. Type of study program-master's/doctoral;
- 1.4. Amount of financial assistance the applicant has received in the past.

2. DURATION AND CLASSIFICATION OF FELLOWSHIPS

The fellowship shall take effect, initially, for one year, subject to renewal for another year for a Master's degree, and three to five years for a Doctoral degree.

Faculty Fellowship may either be internally/PUP-funded or externally funded. It may also be full or partial depending on the grantor. If the fellow is enrolled in HEI's in the Philippines, the fellowship is categorized as local fellowship, otherwise it is foreign.

A be faculty member who has been granted a fellowship to finish a Master's degree may still be eligible for a fellowship to finish a Doctorate degree after the completion of his return of service to the University for the previous grant. Meanwhile, a Faculty member who was previously granted fellowship but was not able to complete his degree is disqualified.

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3. REQUIREMENTS

An applicant for faculty fellowship must:

- 3.1 fill up the application form to be supported by the following documents:
 - 3.1.1. Curriculum vitae;
 - 3.1.2. Transcript of records or copy of grades; and
 - 3.1.3. Program of study;
- 3.2 be endorsed by the Department Chairperson and the Dean or Academic Head and Director for Faculty Members in Branches or Campuses;
- 3.3 have rendered at least two (2) years of service in the University;
- 3.4 be a regular faculty;
- 3.5 be 40 years old and below if applying for a foreign fellowship, and 45 years old and below if applying for a local fellowship;
- 3.6 have at least Very Satisfactory IPCR rating for four (4) rating periods prior to application;
- 3.7 have no pending administrative/criminal case involving moral turpitude;
- 3.8 have a position *not higher* than Assistant Professor IV for Master's Program and Professor II for Doctorate;
- 3.9 enroll in a program which has at least Level III accreditation or has received a Center of Development/Excellence accreditation;
- 3.10 not be a designee. A Fellow is also not allowed to be designated during the duration of the fellowship;
- 3.11 not teach in any other school.

4. BENEFITS

- 4.1. Salary and other benefits of the fellow;
- 4.2. Tuition and all other authorized school fees;
- 4.3. Book allowance of P15,000.00 per semester for Master's and P20,000 per semester for Doctorate;
- 4.4. Thesis Incentive of P30,000.00 for Master's thesis and P50,000.00 for Doctoral dissertation Incentive;
- 4.5. One round trip ticket (subject to availability of funds);
- 4.6. Monthly stipend of P10,000.00;
- 4.7. Promotion
 - 4.7.1. For Master's: Two (2) Academic Faculty Rank promotion upon graduation, subject to the availability of item position or two (2) steps horizontal increment while waiting for the available item position; and
 - 4.7.2. For Doctorate: Three (3) Academic Faculty Ranks promotion upon graduation, subject to the availability of item position or three (3) steps horizontal increment while waiting for the available item position.

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Provided however, that in case of externally funded fellowship, the fellow shall only be entitled to benefits which have not been provided by external funder. The Benefits shall be enumerated in the MOA between the University and the applicant.

5. THE SCHOLARSHIP COMMITTEE

- Chairman: Vice President for Academic Affairs
Vice Chairman: Vice President for Research Extension and Development
- Members: Vice President for Branches and Campuses
Vice President for Finance
Chief Legal Counsel
Director for Human Resource Management Department
Dean of Graduate School
Executive Director for Open University Studies
Assistant to the Vice President for Academic Affairs

6. FELLOW'S RESPONSIBILITIES

The FELLOW shall-

- 6.1 Execute a contract with the University and the corresponding suretyship agreement. The fellowship contract stipulates, among other things, a return service of two years for every year of fellowship and reimbursement of all expenses of the University in case of non-completion of the degree.
- 6.2 Submit copy of the contract/agreement with the external funder if the research is externally funded.
- 6.3 Submit progress reports and a copy of grades to the Scholarship Committee before the renewal of the fellowship.
- 6.4 Enroll in the program of study and in the field of specialization approved by PUP; subject to the Faculty Development Program of the University.
- 6.5 Take the required academic load per term as required by PUP.
- 6.6 Devote full amount of time required by the PUP-approved program of study;
- 6.7 Maintain an academic record acceptable to the standards of PUP;
- 6.8 Follow the regular schedule of academic course offerings prescribed by PUP until he/she finishes his/her program within the allotted time; Provided that, deferment of enrollment shall not be allowed except for the following reasons:
 - a. Poor health of fellow (if the grant is already on going) as certified by a government physician;
 - b. The fellow is on maternity leave of absence; and
 - c. Meritorious reason acceptable to PUP;

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Provided further that, in case a deferment of enrollment is allowed, the fellowship will be terminated if the fellow does not re-enroll after one (1) academic year or after two (2) semesters and one (1) summer;

- 6.9 Seek and obtain approval in case he/she decides to shift his/her field of specialization. Failure to obtain the approval of PUP shall immediately cause the termination of the fellowship grant and required the faculty fellow to reimburse PUP all the financial support extended under the fellowship program;
- 6.10 Reimburse PUP the total amount released to him/her, in case of willful abandonment of the fellowship, gross misconduct and non-compliance with the terms and conditions stipulated in the Fellowship Contract or if removed from service for any lawful cause;
- 6.11 Submit a notarized Co-Maker Undertaking and a copy of the latest Co-Maker's Income Tax Return (ITR), and other pertinent documents, i.e.:

DOCUMENTS	SUBMISSION PERIOD
a. Authenticated Copies of Registration	a. Immediately after Registration
b. Preliminary Plan of Academic Subject/Load	b. Within one term after the start of classes for the term following the granting of the fellowship.
c. Xerox Copy of Report Rating issued by the school	c. On or before the start of the next term immediately following the term reported
d. Result of Comprehensive Examination	d. Two (2) weeks after examination.
e. Final Report Diploma Transcript of Records	e. Within one (1) month after completion

- 6.12 Seek PUP permission, at least 2 weeks, before leaving the country while the fellowship contract is still in force;
- 6.13 Render return service to PUP for 2 years for every year of fellowship or a fraction thereof. This will also hold for the non-completion of the course including failure to complete the courses; and
- 6.14 Submit the following to PUP upon successful completion of his/her fellowship:
 - a. Certified true copy of the Diploma; and
 - b. Certified true copy of the Transcript of Records.

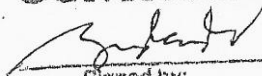
7. RESOLUTION OF CASES

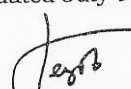
Cases not covered by the provisions of this guideline shall be referred to the Scholarship Committee for resolution an recommendation to the President.

8. REPEALING CLAUSE

This Memorandum amends Memorandum Order No. 029, Series of 2012, the "Guidelines for Local Faculty Fellowships", dated July 9, 2012.

CONTROLLED COPY

Signed by:  Date: 2-15-19


EMANUEL C. DE GUZMAN, PhD
President

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FACULTY MANUAL

Prepared by
PUP Department of Research, Planning & Development



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- ✓ 8.7.9 No member of the faculty may invite any person who is not officially connected with the University to give lecture or talk on any subject before his class or any group of students without permission from the Dean/Director or the Vice President for Academic Affairs or the President.
- 8.7.10 Violation of the above restrictions shall be punishable by reprimand, suspension or dismissal from the service.

FACULTY WELFARE

- 9.1 The University through the Office of Health Services shall provide dental and medical services to faculty members.
 - 9.1.1 An annual medical and dental check-up shall be required of every faculty member.
 - 9.1.2 Only those who have complied with the medical-dental check-up at the end of each school year shall be given clearance which is a requirement for the release of the last salary for the semester.
 - 9.1.3 Those who are found to be physically and mentally unfit for classroom work shall be advised accordingly.
- 9.2 Medical Benefits
 - Regular faculty members are covered by the Philippine Medicare Act.
- 9.3 Life Insurance
 - All faculty members, regular, temporary or part-time are insurable with the Government Service Insurance System. There are three kinds of life insurance coverage: compulsory membership insurance for regular and permanent appointments, optional membership insurance for those who are not compulsorily insurable and unlimited insurance for those who are already insured under either compulsory or optional membership.
- 9.4 Compensation and Allowance for Disability
 - *Faculty members and their dependents are given tax-exempt income benefit and medical and or related benefits in the event of work-connected injury or death according to Government Service Insurance System laws and regulations. Benefits for non-work connected injury are also provided by the System.

10. GRANTS

Scholarship, fellowship and grants-in-aid for faculty members shall be awarded in accordance with the rules and regulations prescribed by the Board of Regents.



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- 10.1 Study grants may be granted on the basis of the greatest need for, and usefulness to the University. The appointment of the grantee(s) shall be made by the President of the University, and shall be limited to the most able, promising and deserving in the line of study selected and on the basis of University requirements, as well as availability of funds.
- 10.2 Travel, observation and research grants may be granted on the basis of greatest need, following University rules and requirements and where funds are available.
- 10.3 Any faculty who is admitted to the Graduate School shall, in addition to the authorized discount from tuition fee, be exempt from the payment of medical and dental fees.
- 10.4 The children of the regular faculty members of the University who have fulfilled University requirements, shall be entitled to a 50 percent discount on tuition fees in the University Laboratory High School or any of its colleges/institutes. However miscellaneous fees shall be paid in full.

11. ACADEMIC FREEDOM

- 11.1 Members of the teaching staff shall enjoy academic freedom; Provided, however, that no faculty member in the University shall directly or indirectly inculcate sectarian tenets and/or political partisanship in any of the teachings under penalty of dismissal by the Board of Regents.
- 11.2 Academic freedom is the right of the teacher to teach his subject of specialization according to his best lights; to hold, in other subjects, such ideas as he believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty, or that shall not be adverse to his loyalty to the College or University that employs him. Within this specific framework which should be interpreted broadly, the following principles are hereby declared:
 - 11.2.1 The University shall not impose any limitation upon the teacher's freedom in the exposition of his own subject in the classroom or in speeches and publications;
 - 11.2.2 The University shall not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his own initiative;
 - 11.2.3 The University shall recognize that the teacher in speaking or writing outside of the institution on subjects beyond the scope of his field of study, is entitled to the same responsibility as attached to all other citizens, but in added measure;
 - 11.2.4 The University shall, as a center of higher learning, stimulate and encourage the pursuit of truth, in every way possible;