



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PARAMETER G: SALARIES, FRINGE BENEFITS, AND INCENTIVES

SYSTEM-INPUTS AND PROCESSES

S.1. The institution has a system of compensation and rewards to faculty and staff

Documents attached:

- LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA P.12-14



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LIFTED FROM UNIVERSITY POLICIES AND GUIDELINES OVPAA 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.