



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PARAMETER H: PROFESSIONALISM

SYSTEM-INPUTS AND PROCESSES

S.1. There are approved SUC Code and SUC Faculty Manual that define the policies, guidelines, rules and regulations affecting the faculty.

Documents attached:

- SPECIAL ORDER NO. 1921, S. 2019
- COMPOSITION OF SUBCOMMITTEES WITH THEIR RESPECTIVE ASSIGNED TOPICS/AREAS
- GUIDE FOR THE UNIVERSITY FACULTY MANUAL REVISION COMMITTEE MEETING



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the President

Received by	10.31
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PUPCTS No. 2019-245224

May 29, 2019

SPECIAL ORDER
No.1921, s. 2019

In the exigency of the service, the following University Officials are hereby designated to compose the **UNIVERSITY COMMITTEE ON FACULTY MANUAL REVISION**:

- | | | | |
|----------|---|---|--|
| Chairman | : | / | EVP ALBERTO C. GUILLO |
| Co-Chair | : | / | DR. SANJAY P. CLAUDIO |
| | : | / | AVP EDELYN M. MARIANO |
| | : | / | DR. CARMENCITA L. CASTOLO |
| | : | / | ATTY. GEMY LITO L. FESTIN |
| | : | / | ATTY. JOANNA MARIE A. LIAO |
| Members | : | / | HEA ANN CLARISSE M. DE LEON |
| | : | / | DR. MA. JUNITHESMER D. ROSALES |
| | : | / | DR. DIVINA T. PASUMBAL |
| | : | / | DR. EDNA S. LAVADIA |
| | : | / | ATTY. MARIA CRISTINA R. GIMENEZ |
| | : | / | DR. DENNIS O. DUMRIQUE |
| | : | / | DR. FREDERICK O. RAMOS |
| | : | / | DR. RAUL ROLAND R. SEBASTIAN |
| | : | / | ASST. PROF. MERCEDES CAMILLE B. OCAMPO |
| | : | / | MR. JOSE V. CLUTARIO |
| | : | / | DR. MARION A. CRESENCIO |
| | : | / | ASSOC. PROF. RAFAEL MICHAEL O. PAZ |
| | : | / | ENGR. RAMIR M. CRUZ |
| | : | / | MR. MARIO S. PELAGIO |
| | : | / | DR. DESIREE M. BLANCO |
| | : | / | MS. MARY GRACE L. FERRER |
| | : | / | DR. RAQUEL G. RAMOS |

The designation shall take effect immediately and shall continue to be effective until subsequently modified or revoked.

PUP A, Mabini Campus, Anonas Street, Sta. Mesa, Manila 1016
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CERTIFICATE NUMBER: AJA16-2100



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 UNIVERSITY COMMITTEE FOR FACULTY MANUAL REVISION

**COMPOSITION OF SUBCOMMITTEES WITH THEIR RESPECTIVE
 ASSIGNED TOPICS/AREAS**

SUBCOMMITTEE MEMBERS	ITEMS/CONTENTS
Atty. Joanna Marie A. Liao (Chair) Engr. Ramir M. Cruz (Co-Chair) Mr. Mario S. Pelagio (member)	Group 1 Recruitment Procedure Appointment Leave Privileges Teacher's Leave Cumulative Leave Maternity Leave Military Service Leave Leave Without Pay and Unexplained Absences Study Privilege Resignation Retirement Privilege Optional Retirement Compulsory Retirement Survivor's (Death) Benefits Mode of Retirement Commutation of Unused Vacation and Sick Leaves
Dr. Raquel G. Ramos (Chair) Dr. Divina T. Pasumbal (Co-Chair) AVPAA Edelyn M. Mariano (Co-Chair) Asst. Prof. Mercedes Camille B. Ocampo (member) Dr. Dessirie M. Blanco (member/editor)	Group 2 The Faculty Qualification Criteria for Faculty Classification Academic Freedom Provisions to be added: Vertical Articulation In-Breeding Faculty Selection Process (Criteria)/Board
Dr. Carmencita L. Castolo (Chair) Dr. Elmer G. De Jose (Co-Chair) Dr. Junithesmer D. Rosales (Co-Chair) Dr. Marion A. Cresencio (member) Prof. Rafael Michael O. Paz (Member/editor)	Group 3 Academic Practices/Duties and Responsibilities Teaching Load/Working Hours Examinations and Grades Academic Calendars and classes Performance Appraisal Submission of Reports Use of Textbooks and References (Instructional Materials) Designations Participation in Research and Textbook Writing Participation in University Committees Attendance in University Functions Provisions to be added: Policies on TS Policies on Make-Up Classes Alternative Mode of Evaluation/Assessment (Grading)
Atty. Gemy Lito L. Festin (Chair) HEA Ann Clarisse M. De Leon (Co-Chair) Dr. Raul Roland R. Sebastian (member)	Group 4 Conduct, Restrictions, and Discipline Procedure of Grievance

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Atty. Maria Cristina R. Gimenez (Chair) Dr. Edna S. Lavadia (Co-Chair) Dr. Frederick O. Ramos (member) Atty. Rex Norman E. Briones (member) Dr. Dennis O. Dumrique (member/editor)	Group 5 Privileges, Benefits and Welfare Medical and Dental Services Medical Benefits Life Insurance Compensation Allowance for Disability Grants Transfer Merit Increase Faculty Development Membership in Organizations and Associations (Faculty Club) Faculty Publications Communication System Solicitations/Sales
EVP Alberto C. Guillo (Chair) Dr. Sanjay P. Claudio (Co-Chair) Dr. Lutzer U. Reyes (member)	Group 6 Preliminary Contents University Governance Data Privacy / Freedom of Information Bill
Secretariat Head: Dr. Sanjay P. Claudio Members: Asst. Prof. Mary Grace L. Ferrer	



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GUIDE FOR THE UNIVERSITY FACULTY MANUAL REVISION COMMITTEE MEETING

1. Introduction/Background
2. How do we plan to do this:

STEPS/PROCEDURES	EXPECTED OUTPUT
A. Formulation and Approval of Initial Proposed Revised Outline (old outline/benchmarks)	Committee-approved Initial Revised Outline
B. Formulation of Subcommittees and Tasking (to include editor/proof reader in each subcommittee)	Composition of Subcommittees
Note: List of possible legal bases (RACCS, RA 6713 and its IRR, University Code, PASUC issuances, CMOs, etc.)	For information
C. Schedule of Activities	Approved Timeline
c.1 Subcommittee deliberations and approval	July – Mid August 2019
c.2 Presentation of initial draft by Subcommittees and Committee deliberations	3 rd week of August – September 2019
c.3 FGDs / Consultation with stakeholders	1 st to 3 rd week of October
c.4 Committee-Level Approval	Last week of October
D. University-Level Approval	
d.1 EXECOM Approval	November 2019
d.2 Academic Council Approval	November 2019 (during regular Academic Council Meeting or via Referendum)
d.3 University Board of Regents Approval	First Quarter 2020 BOR Meeting
E. Publication	After BOR Approval

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GUIDE FOR THE UNIVERSITY FACULTY MANUAL REVISION COMMITTEE MEETING

1. Introduction/Background
2. How do we plan to do this:

ITEM	EXPECTED OUTPUT
Outline (old outline benchmarks)	Committee approved revised outline
Tasking (to include editor/proof reader in each subcommittee)	Composition of subcommittees.
List of possible legal bases (RACCS, University Code, PASUC issuances, CMOs, etc.)	For information
Timeline of Activities	Approved Timeline
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EXECOM Approval	November 2019
Academic Council Approval	November 2019 (Academic Council Meeting or via Referendum)
Board Approval	First Quarter 2020 BOR Meeting

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NOTICE OF MEETING

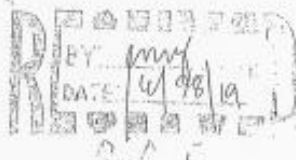
TO: Co-Chairs and Members of the UNIVERSITY COMMITTEE ON FACULTY MANUAL REVISION

Co-Chairs: AVP Edelyn M. Mariano
Atty. Gemy Lito L. Festin
Atty. Joanna Marie A. Liao
Dr. Carmencita L. Castolo
Dr. Sanjay P. Claudio

Members: Regent Edna S. Lavadia
HEA Ann Clarisse M. De Leon
Dr. Elmer G. De Jose
Dr. Ma. Junithesmer D. Rosales
Dr. Raquel G. Ramos
Dr. Divina T. Pasumbal
Engr. Ramir M. Cruz
Dr. Raul Roland R. Sebastian
Atty. Maria Cristina R. Gimenez
Dr. Dennis O. Dumrique
Dr. Frederick O. Ramos
Dr. Marion A. Cresencio
Prof. Mercedes Camille B. Ocampo
Dr. Desiree M. Blanco
UNAKA Pres. Mario S. Pelagio
Prof. Rafael Michael O. Paz
~~Prof. Mary Grace L. Ferrer~~
Prof. Jose V. Clutario

RE: Revision of the Faculty Manual

Date: June 28, 2019



Please be informed that there will be a meeting on July 5, 2019 at 9:00 AM, Silid Lakandayang (Boardroom), NALLRC, Main Campus, Manila. This activity aims to discuss the work of the University Committee on Faculty Manual Revision, including the formation of the subcommittees and timeline.

Your continued support and cooperation in this endeavor is highly appreciated.

CONTROLLED COPY

Signed by: [Signature] Date: 6-28-19

[Signature]
ALBERTO C. GUILLO, MA Econ., MS Stat.
Executive Vice President

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Yong
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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