Republic of the Philippines
MINDANAO STATE UNIVERSITY
Marawi City

MSU CODE OF 1976

[BOR Resolution No. 1280, S. 1977
78th Meeting, June 23, 1977

FOREWORD

The lack of appropriate and relevant set of rules to govern the operation of the Mindanao State university has been a glaring the deficiency in its administration for nearly two decades now. For reasons of expediency, the University Board of Regent adopted the U.P. Code as the Code of the University. However, in that course of time and considering the difference of the social and cultural mileus attendant to the respective operations of the sister University, the use of the U.P. Code resulted to some incongruities which persistently carried its spell up to the present.

Having attained immense progress highlighted by the marked increase in student enrolment, tremendous physical improvement, expansion of its regional outreach and the development of more academic offerings, the University could no longer ignore the demands of a fast changing environment. The vicissitudes of the times and conditions dictated the pressing need for measures designed to cope up with these novel challenges.

Against the background of these phenomena, the old precept that had become anachronistic both in content and perspective paved the way for the enactment of this Code guided by its relevance, responsiveness and adaptability to the needs and peculiarities of the regions which the University serve. The preparation of this Code initiated by the Office of the University Secretary/Secretary to the Board of Regents lasted over a stretch of more than a year. The work included four stages of revisions, amendments and modification that eventually shaped its present form. After its refinement, same was finally submitted for consideration to and we subsequently approved by the Board of Regents in 78th meeting on June 3, 1997.

(SGD.) MOHAMAD-ALI DIMAPORO
Acting Officer-in-Charge

OFFICERS OIF THE ADMINISTRATION
Academic Year 1976-1977

MOHAMAD-ALI DIMAPORO	Acting Officer-in-Charge
EMILY M. MAROMBSAR	Vice President for Academic Affairs
FAUSTINO S. MACUTAY	Vice President for Administration and Finance
MANAROS B. BORANDING	Vice President for MSU-IIT
ABDULLAH T. MADALE	Asst. Vice President for External Studies
MACABANGKIT B. BANTO	University Secretary and Secretary to the BOR
DISOMANGCOP O. MOTI	University Registrar

DEANS/DIRECTORSOF ACADEMIC UNIT

MACAUROG B. DEROGONGAN	Dean, College of Agriculture
DATUMANONG D. SARANGANI	Dean, College of Arts & Sciences
EMILY M. MAROHOMBSAR	Officer-in-Charge, College of Business Administration
FULGENCIO M. CAÑEDO	Dean, College of Community Development and Public Administration
BATUA AL. MACARAYA	Officer-in-Charge, College of Education
EPIFANIO GRENGI	Officer-in-Charge, College of Engineering (July 22, 1976 to November 14, 1976)
ALI G. MACAWARIS	Dean, College of Engineering (December 16, 1976 to date)
FRUCTUOSO ESCUDERO	Officer-in-Charge, College of Fisheries
SEGUNDO P. FERNANDEZ	Dean, College of Forestry
ROSLAINI ILJAS	Officer-in-Charge, Center for Hotel & Restaurant Management
SALIPADA S. TAMANO	Dean, King Faisal Center for Arabic and Islamic Studies
MANAROS B. BORANSING	Vice President, Iligan Institute of Technology
RUFINO DE LOS SANTOS	Dean, Graduate School
DEMETRIO D., PLAGATA	Dean, Institute of Development Management

WARLITO M. SANGUILA	Director, Institute of Fisheries Research and Development
SINAOLAN T. MACARAMBON	Officer-in-Charge, Institute of Regional Planning
ABDULLAH T. MADALE	Asst. Vice President, Office of the Assistant Vice President for External Studies
MOHAMAD NOOR ABANTAS	Director, Tawi-Tawi College of Technology and Oceanography
EXSUAN T. DAGBUSAN	Director, Sulu Development and Technical College
RAMON M. BARBON	Director, MSU-Davao Agricultural and Technical College
MAGUID B. MALANG	Director, MSU-Dinaig Agricultural and Technical College
ABEDIN OSOP	Director, MSU-General Santos Community College
MAJOR ACOD K. MANGONDATO	Commandant, Department of Army Science and Tactics
HENRIETTA H. ELE	Director, Department of Physical Education
MAMITUA SABER	Dean of Research and Director of Museum (Aga Khan Museum, Natural Science Museum, and University Research Center)
SABDULLAH D. ATAR	Director, Division of Student Affairs
MODESTA C. MACUTAY	Principal, University Laboratory Elementary School (Marawi City)
MACAUNA DIAMPUAN	Principal, University High School (Marawi City)
MARIANITA L. DUMANGAS	Officer-in-Charge, University Library

HEADS OF ADMINISTRATIVE UNITS

KASAN A. MAROHOMBSAR	Director, Adm. Services Division
METALICOP M. BOLOTO	Director, Personnel Management and Training Division
KAMAR M. BOLOTO	Director, Finance Division
FELIMON L. OZARRAGA	University Chief Accountant
MINDARADAT P. MALAWANI	University Cashier
KUISAN K. GO	Acting Auditor (COA)
ANGELITO G. FLORES	OIC, Division of student Affairs
NAIM M.S. MACARAMBON, Al Haj	Director, Medical Services Division
RAKIM A. MUTIN	Chief, Auxiliary Services Division
MANSOR D. BAULO	Chief, Supply Management Division
EUSEBIO TRANCE	Property Officer
KOSAIN D. MARANDA	Director, Office of Information, Press and Publications
JIAMAEL M. DIANALAN, Al Haj	Director, Office of Com. Relations
ABOUBAKHAR M. BAULO, Al Haj	Director, MSU Manila Office
EDILBERTO E. MILAN	Director, FFI-Ceramics Dev. Center
MACAPADO G. PIMPING	OIC, Physical Plant Division
RACMAN MANGORAC, Al Haj	Chief, Motorpool Division
CABILI AROBINTO	Cafeteria Manager
BAGO K. GADIA	Chief Security Officer
EDUARDO ULINDANG	Director, Office of Alumni Relations
RODITO A. SALIMBANGON	Chief, Communication Section
SOMERADO M. MIPUKUR	Chief, Housing Management Division
HARON G. MANDANGAN	Chief, Fire Department
MILANDRE B. RUSGAL	Executive Director, MEDA
ABDUL S. AGUA	Chief, Legal Services Division
PENDATUN MASORONG	Project Director, University Nutrition Center

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BOOK I

GOVERNMENTAL AND ADMINISTRATIVE AFFAIRS

PRELIMINARY TITLE

GENERAL PROVISIONS

Art. 1. This Code shall be known as “The Code of Mindanao State University “.

Art. 2. Mindanao state university in a public non-sectarian, non-profit institution of higher learning.

Art. 3. The purpose of the university shall be to provide advanced instruction in literature, philosophy, law, the arts and sciences, to give professional and technical training, to encourage and undertake research, contribute to the growth and dissemination of knowledge, to better implement the policy of the government in the intensification of the education of the Filipino youth, especially among the Muslims and others belonging to the national minorities, with aim and view of integrating the latter’s into our body politic. More emphasis, however, shall be given in the teaching of Filipino native culture, arts, science, law philosophy and literature. Research in those lines shall be undertaken by the university.

The University, through the Board of Regents, is authorized to invest its resources not otherwise appropriated in the capital stocks of corporations engaged in the promotion and development of tourism, which include but are not limited to corporations operating and managing hotels, research and the like. The University, through the board of regents, is further empowered to convey idle lands and dispose of its idle assets in order to effectuate the foregoing authority.

Art. 4. Pursuant to Section 8(2), Article XV of the new constitutions of the Philippines, Mindanao State University shall enjoy academic freedom.

Art.5. the powers of the university, in addition to those provided in the new constitution of the Philippines, shall be those set forth in its Chapter, those granted to the corporations in general under the corporation Law and such other powers as may be further provided by law.

Art. 6. The University color shall be “sotra” or magenta and goals.

Art. 7. The seal of the University shall be of the design approved by the board of regents showing the Maranao awing in full sail as the head of the seal, and a Maguindanao lamp with three rays emanating from its flame resting atop a Maranao boat with the figure “1961” written on it.

TITLE ONE
THE GOVERNMENT OF THE UNIVERSITY
CHAPTER I
BOARD OF RECENTS

SECTION 1. POWERS AND DUTIES

Art. 8. The government of Mindanao State University shall be vested in the board of regents of Mindanao State University as constituted by law. The administration of said University and the exercise of its corporate powers are vested exclusive in the board of regents and the Presidents of the University in so far as authorized by said board.

Section 2. Membership and Officers

Art. 9. The board of regents shall be composed of eleven (11) Regular members and six (6) special members. The regular members shall be composed of the secretary of the department of education and culture as chairman; the university president as vice-chairman; the division superintendent of schools, Lanao del sur; the appropriate regional executive director of the national economic and development Authority(NEDA) as ex-officio members; two (2) to be elected by the Mindanao State University alumni association; a prominent citizen from the public or private sector with proven competence in his field of specialization to be appointed by the president/prime minister for a term of six (6) years; and the remaining four (4) to be appointed by the president/prime minister for a term of four (4) years. The special members shall be composed of the mayor of the city of Iligan; the President of the Iligan chamber of industries; and the chairman of the advisory council of MSU-Iligan Institute of technology. The three (3) other members to be appointed by the president/prime minister for a term of four (4) years from the province of Sulu, representing the MSU-Sulu college of technology and oceanology; Provided, That the formulation of policies and action on matters affecting the administration of MSU-IIT or MSU-SCTO, the Special members of the affected unit shall attend the meeting of the board and entitled to all the rights and privileges of the regular members of the board of regents, except that their particular in the board deliberations shall not extend beyond the interest and concern of MSU-IIT or MSU-SCTO as the case may be, provided further, that all members of the board shall be residents of the Philippines.

Art. 10. The president/prime minister of the Philippines, in the appointment of regular members to compose the board of regents, shall give preference to residents of Mindanao, particularly of the provinces of Lanao.

Art. 11. In case the office of an appointed regular member is vacated, for some reason or other, the same shall be filled by subsequent appointed by the president/prime minister and such appointee shall hold said office for the unexpired term only.

Art. 12. No person in the employ of the university or any other educational institution in any capacity whatsoever, whether as dean, professor, instructor, lecturer or otherwise, shall be eligible for membership in the board without forfeiting his office.

Art. 13. Members shall serve without compensation but they shall be reimbursed for necessary expenses incurred either in attendance of meeting of the board or upon other official business authorized by resolution of the board and / or pertinent to the performance of their duties as regents. Provided, that necessary expenses of the special members of the board shall be chargeable to the funds of the university units represented.

Art. 14. The chairman shall preside over all meetings of the board. In his absence and whenever a meeting is deemed necessary, the following shall set as chairman in the order herein stated; the president of the university, the other regular members of the board in the order of seniority of their appointed.

Section 3. Committees

Art. 15. The board of regents may create such committees, standing or special, as it may deem necessary or convenient for the proper performance of its functions. Unless otherwise provided, there is hereby created a personnel and finance committees with functions that may be defined by the board.

Art. 16. The President of the university shall be an ex-officio member of all standing committees of the board.

Section 4. Meetings

Art. 17. Regular meetings of the board shall be held once a month which shall be on the first Thursday of every month during the academic year. Two (2) days before such meeting, the agenda must be in the hands of each member of the board. Provided, That the venue of said meeting shall be schedule on the availability of the chairman which shall be in manila or in any other place to be determined by the chairman. Provided further, That the venue of committee meeting of the board shall be scheduled on the availability of the university president which shall be in Marawi city and in Iligan city or in Sulu, as the case may be, if matters to be taken up will purely affect the two institutes.

Art. 18. Special meetings of the board may be called by the chairman or the president of the university or by three members of the board. Notice of such meeting shall be issued by special messenger or telegram at least 24 hours prior to the meeting.

Section 5. Power and Duties

Art. 19. The board of regents shall exercise such powers and duties as are explicitly and impliedly granted under the university charter in addition to its general powers of administration and the exercise of powers of the corporation.

The board may from time to time as the situation requires delegate its powers provided in the charter to sign contract, appointments, to some other officials of the university;

Art. 20. A quorum of the board of regents shall consist of a majority of all the regular members holding office at the time the meeting of the board is called. Provided, that if matter to be taken up involve the MSU-IIT and/or MSU-SCTO, a quorum shall consist of a majority of all the members including the special members representing either unit of the university, as the case may be.

Art. 21. On or before the tent day of June of each year the board of regent shall file with the president/prime minister of the Philippines a detailed report setting the progress, condition and needs of the university.

Art. 22. All process against the board of regents or the university shall be served on the chairman of the board or the university president as the case may be.

CHAPTER 2

THE UNIVERSITY COUNCIL

Section 1. Composition

Art. 23. There shall be as university council consisting of the president of the university as chairman and of all faculty members in the university holding the rank of professor, associate or assistant professor.

Section 2. powers

Art. 24. The council shall have the following powers:

a.) To recommend student or others to be recipients of degree;

b.) Through its president or committees it shall have disciplinary powers over the students within the limits prescribed by the rules or disciple approved by the board of regents;

c.) To draw up the courses of the study and rules of discipline subject to the approval of the board of regents;

d.) To fix the requirements for graduation and the receiving of a degree;

e.) To fix the requirements for admission to any college or school of the university;

f.) To recommend to the board of regents the conferment of the usual honorary degrees upon persons in recognition of learning, statesmanship, or eminence in literature, science or the art, provided, that such degrees shall not be conferred in consideration of the payment of money or other valuable consideration; and

g.) To promulgates its own by-laws consistent with the code, BOR Resolutions and under existing laws.

Section 3. Offices

Art. 25. The president of the university shall be the presiding officer of the university council. In his absence, the vice president for academic affairs will preside and in the absence of both, any other vice president in the order of their seniority.

Art. 26. The university registrar shall be the ex-officio secretary of the council. It shall be his duty to issue the notice for meeting of the council, to keep the notices of its proceedings and to send a copy of such minutes to each member of the council. He shall also forward to each member of the council a copy of the order of business of every regular meeting at least three days in advance.

Section 4. Meetings

Art. 27. The university council shall meet at such time as the president may determine. However, he shall issue a call for special meeting upon written request of at least fifteen (15) members of the council.

Art. 28. Every member of the university council shall be required to attend all its meetings but any member may be excused from attendance for reason that his dean or director may consider satisfactory; Provided, however, That the members of units or branches of the university may not be expected to attend the meetings of the council unless specifically directed to do so by the president.

Art. 29. Members of the faculty who have to meet their classes at the time that they are required to attend council meeting are authorized to assign work to their students during the meeting period.

Art. 30. A quorum of the university council shall consist of the majority of all its members actually rendering service in the university main campus; Provided, that in matters involving external units the unit or units shall be duly represented.

Section 5. Amendment of By-Laws

Art. 31. Save for matters specially provided for by law, the provisions of this chapter and other by-laws of the university council may be amended at any regular meeting of the council by a unanimous vote of the members present; provide3d, however, that in case a proposed amendment has been submitted to the council at a previous meeting, or copies thereof have been furnished all members of the council at least three days in advance, such amendment shall take effect if approved during meeting of the council by not less than ¾ of all its members in attendance.

Section 6. Committees

Art. 32. There shall be an executive committee consisting of the president of the university as ex-officio chairman, the vice presidents, the university secretary/secretary to the board of regents, director of student affairs, dean and directors of academic units as ex-officio

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Art. 33. The Executive Committee shall:

a) Consider matters of policy and report on the state of the University to the meetings of the Council;

b) Decide cases of discipline in accordance with the rules promulgated by the Council on the subject;

c) Act for and on behalf of the Council in matters expressly delegated to it by that body and such other matters requiring immediate action;

d) Serve as the central agency for the various committees of the Council to the end that their functions may be performed with greater coordination and dispatch;

e) Act as committee in all matters not falling within the jurisdiction of the other committees of the Council; and

f) Act in an advisory capacity to the President in all matters pertaining to his office for which he seeks its advice.

Art. 34. The Executive Committee shall meet at the call of the President or on written request of the majority of the members. The meetings of the committee shall be held at the University Campus, Marawi City. However, meetings may be held in other places where the University has established its branches.

Art. 35. The University Council may create such other committees as may be deemed necessary and convenient for the proper performance of its functions. The President shall be ex-officio member of every committee of the Council.

Section 7. University Planning Advisory Council

(1) The Academic Planning Committee

Art. 36. There shall be an Academic Planning Committee composed of all deans, directors of different academic units, Director of Student Affairs and the Vice-Presidents, with the Vice-President on Academic Affairs as Chairman.

Art. 37. The Academic Planning Committee is advisory in nature. Basically, its functions shall be the formulation of the objectives, guidelines and priorities for a long-range plan and development of the University, and more specifically, it shall perform the following functions;

a.) To review and analyze the statement of objectives of the university and to suggest revisions to the long range plans to make them relevant to social and economic change.

b.) To evaluate and make recommendations on faculty recruitments and ranking, promotions, scholarships, fellowships and faculty research.

Provided, that nothing in this section shall be interpreted as to render ineffective any provisions of Chapter 15 of this code.

(2) The Financial Planning Committee

Art. 38. There shall be a financial planning committee to assist the president in the financial management of the university composed of the vice presidents, with the vice president for administration and finance as chairman, including the finance director and the university secretary as members. It shall have the following specific duties:

1.) To advise and assist the president in formulating the financial plan of the university;

2.) To develop and evolve financial projections based on the long range university plan;

3.) To formulate premises and guidelines for the budget based on approved financial projections and the objective and priorities as contained in the plans;

4.) To review annually the long range plan on financial matters and propose the necessary changes; and

5.) To conduct budget hearings and allocate the programmed amount to the various sectors of the university.

CHAPTER 3

OFFICERS OF ADMINISTRATION

Art. 39. The officers of administration of the university shall be the presidents, the vice president for academic affairs, the vice presidents for administration and finance, the vice presidents for external units, the university secretary/secretary to the board of regents, the university registrar and such other officials of the university as the board of regents may deem necessary in the interest and exigency of public service.

Section 1. The University President

Art. 40. The leadership in the university is vested in the president who shall be the chief executive officer of the university. He shall be elected by the board of regents for a term of six years counted from the date of his election without prejudice to subsequent reelections for like terms units he shall have reached the age of seventy years, removed or suspended from office for a valid cause by the board of regents. He shall receive a compensation to be fixed by the board of regents.

Art. 41. General Powers of the Presidents

a.) He shall have general supervision and control of all business and financial operations of the university;

b.) He shall carry out the general policies laid down by the board of regents and shall have the power to act within the lines of said general policies. He shall direct or assign details or executive action unless, otherwise, he delegates in writing said power;

c.) He shall be responsible, in close coordination with the secretary to the board of regents, to determine and prepare the agenda of all meetings of the board of regents; provided that items for inclusion in the board agenda shall be subject to previous consolation with the university advisory board composed of all vice presidents of the university. Provided, However, that any member of the board shall be entitled to have any matter included in the agenda;

d.) He shall preside at commencement and other public exercises of the university and confer such degrees and honors as are granted by the board regents. All College or university diplomas and certificates issued by the university shall be signed by him alone;

e.) He shall be the official medium of communication between the teaching force, employees and students of the university on one hand and the board of regents on the other;

f.) He shall have the power or authority to cancel after due hearing a permission or an authorization given to any person to engage in any work or activity within the campus of the university if such is used by such person to arouse disloyalty to the government of the Philippines or to discourage students from attending the university, or to employees, or to interfere directly or indirectly with the discipline of the university. The president shall thereafter inform the board of

regents of his action and the board may take any action that it may deem appropriate in connection therewith;

g.) He shall recommend qualified persons to fill vacancies and new positions. He shall have authority to make ad interim appointments only to positions created and properly funded by the board. Provided that such ad interim appointments shall be submitted in the next regular meeting of the board; provided further, that no payment of salary shall be affected unless approved by the board of regents;

h.) He shall exercise such other powers and duties conferred upon him by law or resolution of the board, in addition to these specially provided in the charter, which are usually pertaining to the office of the university presidents.

Art. 42. Specific Powers

The presidents shall:

a.) Recommend the approval of retirement of members of the faculty and employee;

b.) Grant or deny extension of fellowship or scholarship for a period not beyond one academic year, if the budget permits, and for reasons he may deem satisfactory;

c.) Have the authority to appoint casual laborers for a period not exceeding six (6) months in each case subject to availability of funds, but such appointments shall be recommended for action to the board of regents at its next immediate regular meeting;

d.) Have the authority to recommended to the board of regent approval of requests for transfer of faculty members and employees from one department or unit of the university or college to another;

e.) Recommended the grants of permission for members of the faculty to accept training grants, fellowships, assistantships, scholarships or invitations to conferences sponsored by outside agencies or organizations;

f.) Have the authority to grants temporary assignment of university car or vehicle to specified officials of the administration;

g.) Recommended the approval of application of faculty and employees on regular to specified officials of the administration;

Art. 43. The president shall exercise general supervision and control over all officials and employees in the performance of their functions.

Art. 44. The president is hereby delegated by the board of regents the authority to enter into and execute the following contracts, with the duty only to report the same to the board at the next immediate meeting following the execution thereof:

1. Donation of money or real or person property in favor of the university without any onerous consideration or expenditure;

2. Contracts for the reproduction, publication and distribution of literary properties of the university.

Art. 45. In addition, the power and functions previously delegated by the board to the president, the following are delegated to him:

1. To negotiate and sign contracts for the undertaking of research projects;

2. To make direct purchase of equipment up to 50,000.00, in each case subject to approval in the budget for same purchase, subject further to the usual accounting and auditing rules and regulations;

3. To approve or disapprove leaves of administrative officials and employees and faculty from the rank of assistant professor;

4. To approve or disapprove requests of deans, department chairmen and faculty members for part-time practice of profession outside office hours;

5. To accept resignations;

6. To recommend sabbatical assignments;

7. To designate any dean, director, or department chairman in an acting capacity, or any officer-in-charge for any of these positions, for a period of less than one year, such designation being made without additional compensation for the position designated, except the honorarium attached to said position; provided, that the president shall report the designation in the next regular meeting after which the designation shall be null and void unless otherwise renewed;

8. To promulgate rules on university housing;

9. To transfer funds from one expense to another not exceeding 10% of the appropriate amount except for personal services;

10. To grant faculty members the privileges of organizing and operating self-liquidating and income-yielding projects related to college functions.

Art. 46. He shall prepare annual reports to the board of regents on the work of the past year and the needs for the current year. He shall also present to the board for approval the annual budget of the university with estimate of income and expenditures.

Art. 47. He shall have general responsibility for the enforcement of discipline in the university and for the maintenance of satisfactory academic standards in all its units.

Art. 48. The President may invite from time to time scholars of eminence and other persons who have achieved distinction in some learned profession or carrier to deliver lecture or a series

thereof and for this purpose he may authorized honoraria for such services subject to accounting and auditing rules and regulations.

Art. 49. The president is authorized in case of his absence for not more than thirty days to designate a ranking officials of the administration to act as officer-charge of the office of the president who shall carry out the normal operation of the university affairs except policy matters, in the name of the president, subject to the instructions and the policies of the board.

Art. 50. The president may delegate in writing any of his routinary functions to any office.

Section 2. University Vice Presidents

Art. 51. The board of regents shall provide for the creation of the office/s of vice president/s as the exigency of public service arises under the direct supervision of the office of the president who shall assist the president in the effective management and efficient administration of the university. Unless otherwise provided by law or by the board of regents, there is hereby created the offices of the vice president for academic affairs, vice president for administration and finance, vice president for external units, and vice president for MSU-Iligan Institute of technology, the heads of which shall be elected by the board of regents upon the recommendation of the university president for a term of five (5) years counted from the day of his/their assumption of office, renewable at the option of the board; provided, that his/her tenure shall not terminate at the same time with that of the president; and provided further, that at the expiration of his/their term/s, he/they shall continue performing the functions of his/their office until his/their successor/s is/are elected or until he/they reach/es the age of sixty-five (65) years or removed from office valid cause.

Section 3. Vice President for Academic Affairs

Art. 52. Powers and Duties

The Vice President for academic affairs shall exercise the following duties and responsibilities:

a.) He shall be responsible for the adoption and development of academic programs;

b.) He shall promote and encourage research;

c.) He shall promote the development of the curricula for the different units;

d.) He shall promote and maintain the academic tone and standards and cultural programs in the university;

e.) He shall be the Chief executive officer of the president with respect to the implementation of the academic policies and programs of the university in Marawi campus;

f.) He shall submit to the president within thirty (30) days before the end of the fiscal year a detailed report setting forth the progress, condition and needs of the academic sector of the university;

g.) Without prejudice to the president of Art. 24, he shall supervise the curricular, instructional and research activities in the university, Marawi campus, and coordinate the same in the external units of the university including MSU-IIT, MSU-SCTO, the university High School, all community high schools, laboratory elementary school and other academic units of the university insofar as their academic programs and policies are concerned;

h.) He shall perform such other functions as may from time to time be assigned to him by the president and the board of regents including the preparation of plans and projects to carry out efficiently the extension programs or services of the office.

Art. 53. In addition to the afore-enumerated powers for expeditious and sound administration, and until and unless withdraw by the president or the board of regents, the following functions and authorities of the president are hereby delegated and the vice president for academic affairs:

1.) Approval of over-teaching load and summer load; and

2.) Approval of cross-registration of students.

Section 4. Vice President on Administration and Finance

Art. 54. Power and Duties

The vice president on administration and finance shall primarily be responsible for the administration and fiscal management of the university and shall exercise the following duties and responsibilities:

a.) He shall leadership in and assume responsibility for the administrative and financial management of the university;

b.) He shall maintain an effective liaison on with government financial and other agencies in charge of funding;

c.) He shall exercise supervision over the collection of all incomes due to the university;

d.) He shall supervise over the safekeeping of all money, securities and other financial documents belonging to the university pursuant to the provision of the national accounting and auditing manual and other pertinent provision of laws and regulations;

e.) He shall coordinate the preparation of the annual budget of the university and shall submit the same to the president;

f.) He shall submit to the president quarterly reports on the financial status of the university thirty (30) days after e ach quarter of the fiscal year;

g.) He shall supervise the safekeeping and custody of all property of the university;

h.) He shall supervise the preparation of all accounting records and the submission of all financial records, documents and statements as required by law and existing regulation;

i.) He shall provide leadership in the planning, recruitment, direction and supervision of personnel including their training and development;

j.) He shall be responsible for the direction and supervision of all activities on the campus relating to the security of the university;

k.) He shall be responsible for the planning and implementation of campus development, engineering and construction, transportation water and electric system, property and space allocation, building maintenance and repair the roof of which necessary for the internal operation of the university in accordance with policies laid down by the board of regents;

l.) Except for initial salaries, the vice president for administration and finance can sign payrolls and vouchers for salaries of administrative personnel;

m.) He shall submit to the president within thirty (30) days before the end of the fiscal year a detailed report, setting forth the progress, condition and needs of the administrative sector of the university;

n.) He shall assist the president in the development projects, proposals and the search for funding support for the university from internal and external sources;

o.) He shall exercise such other specific powers as may be delegated to him in writing by the president, consistent with existing regulations and policies of the board of regents.

Section 5. Vice President for External Units

Art. 55. The president for external units shall provide leadership in and assume primary responsibility for the organization, development and management of external colleges and schools and projects. He shall be the chief executive officer in all external units and shall be directly responsible to the president on matters involving the external units.

External units as used in this code are defined to mean all Mindanao State University colleges, high schools and projects and activities outside Marawi city and Iligan Institute of Technology at Iligan City.

The Vice president for External units shall have the following specific functions:

a.) He shall have executive supervision and control over personnel and programs and external units;
b.) He shall be responsible for the efficient operation and management of external units;
c.) He shall undertake the preparation of the budget in consultation with the different heads of external units under his jurisdiction for submission to the president and approval of the board of regents;

d.) He shall provide leadership in the development of programs and formulation of policies regarding external units.
e.) He shall coordinate with the vice president for academic affairs in the development of curricula and other academic matters. The curricula and academic programs of external units shall be subject to approval by the university council;
f.) He shall encourage the organization and development of community high schools in the region;
g.) He shall be responsible for the maintenance of the quality of instruction and coordination of programs of external units;
h.) He shall encourage and initiate the organization of innovative non-academic programs to meet the needs of particular area and the region;
i.) He shall represent the external units in major committees and other activities relative to the planning and development of all external units;
j.) He shall recommend to the president through the academic planning committee for the faculty and through the administrative personnel board for non-academic personnel of the external units, the appointment, promotion, development and retirement of these faculty members and non-academic personnel;

k.) He shall exercise close supervision over receipt, custody and control of funds allotted to external units and property and equipment in his jurisdiction;

l.) He shall prepare and submit to the president, not later than thirty (30) days before the end of the fiscal year, annual reports on the conditions, operations and needs of the external units and other reports required of him by the president or the board of regents from time to time; and

m.) He shall exercise such other duties as may be assigned to him by the president in writing and other functions as may be defined by law and the board of regents.

Section6. Vice President for Mindanao state University-Iligan Institute of Technology

Art. 56. The vice president for Mindanao state university Iligan institute of technology shall provide leadership in and assume primary responsibility for the organization, development and management of the institute. He shall be directly responsible to the president on matters involving the institute.

The vice president for MSU-Iligan Institute of Technology shall have the following specific functions:

a.) He shall have executive supervision and control over personnel and program of the institute;
b.) He shall be responsible for the efficient operation and management of the Institute
c.) He shall undertake the preparation of the budget of the institute for submission to the president and approval of the board of regents;

d.) He shall provide leadership in the development of programs and formulation of politics regarding the institute;
e.) He shall coordinate with the president for academic affairs in the development of curricula and other academic matters. The curricula and academic program of IIT shall be subject to approval by the academic planning committee and the university council;
f.) He shall be responsible for the maintenance of the quality of instruction and coordination of program of IIT;
g.) He shall recommend to the president, through the academic planning committee for the faculty and through the administrative personnel board, for the non-academic personnel, the appointment, promotion, development and retirement of these faculty members and non-academic personnel of IIT;
h.) He shall assume accountability in the disbursement of funds in accordance with appropriations approved by the board of regents and periodic cash disbursement ceiling prescribed for the purpose;
i.) He shall exercise close supervision over receipt, custody and control of funds allocated to IIT and property and equipment in his jurisdiction;
j.) He shall prepare and submit to the president, not later than thirty (30) days before the end of the fiscal year, annual reports on the conditions, operation and needs of IIT and other reports required of him by the president or the board of regents from time to time; and
k.) He shall exercise such other duties as may be assigned to him in writing by the president and other functions as may be defined by law and the board of regents.

Section7. Secretary of the University

Art. 57. The Secretary of the board of regents shall serve concurrently as the secretary of the university and shall keep all records of the university. He shall act as the central information base for the board of regents and the university administration on matters concerning standing university policies.

Art. 58. As secretary of the university, he shall perform the following duties:

a.) He shall have administrative supervision of the office of the university secretary and in such capacity he shall be directly responsible to the president.

Art. 59. As secretary of the board, he shall perform the duties of a corporate secretary and the following specific duties:

a.) He shall be the administrative officer of the board of regents;
b.) He shall notify the regents of all meetings of the board and shall send to each regent a copy of the agenda at least three (3) days before the scheduled meeting. He shall also keep a full accurate record of the proceeding and furnish each regent a copy of the minutes within one week after each meeting; and

c.) He shall provide secretarial service to the board of regents.

CHAPTER 4

GENERAL FUNCTIONS OF ADMINISTRATIVE SERVICES

Art. 60. The administrative units and offices of the university shall function and execute the duties assigned to it unless ordered re organized and their functions redefined by the board of regents.

Art. 61. All administrative officers shall perform the duties inherent to and implied by their positions and those assigned by the board and the president from time to time including, but not limited to, those defined in the management, operational and other manuals as approved by the board.

Art. 62. Nothing in this code shall restrict the board of regents from creating any office or offices and/or defining and redefining the function of the present administrative offices.

TITLE TWO

THE ORGANIZATION OF INSTRUCTION AND RESEARCH

CHAPTER 5

THE COLLEGE OR SCHOOL

Section 1. The Faculty

Art. 63. The body of instructors of each college, institute or center constitute its faculty. It shall consist of the president of the university, the dean or director and the professors, associate professor, assistant lecturers and assistant lectures of the college or school; provided, that the term college as used in this code shall likewise mean institute, center and the like.

Art. 64. Members of the faculty of one college giving instruction in another college may attend the faculty meetings of the latter and shall have the right of speech and vote on questions involving the courses they are teaching in the latter or the student registered in said courses.

Art. 65. Each college shall hold at least one faculty meeting each semester or term.

Art. 66. Subject to the approval of the university council, each college faculty has the power to determine the entrance requirements of the college and the courses of study to be pursued for each degree offered; to recommend to the university council qualified candidates for degrees, titles and certificates; to administer the educational and internal affairs pf the college within the limits prescribed by the rules of the university and by the president; and to make recommendations to the board of regents, the university council or the executive committee through the president.

Art. 67. In the coursing of all proposals for presentation to the university council, the following procedure shall be followed:

a.) The faculty or member of the council shall submit his proposal to the division or department chairman who may endorse it with his recommendation to the dean of the college

b.) The dean in turn may submit said proposal to the curriculum committee, or any appropriate committee created for the purpose, together with his recommendation, through the appropriate offices of the vice presidents;

c.) After said proposal has been deliberated over by the curriculum committee or the appropriate committee, it will then be submitted to the university council which may

in turn, submit the same to the office of the president for final action of the board of regents.

Section2. The Dean or Director

Art. 68. For each college or school, there shall be dean or director who shall be a dean or director who shall be elected by the board of regents from the members of the faculty of the university units concerned, on nomination by the president.

No faculty members newly appointed to or transferred from one unit to another shall be entitled to an appointment as dean of the second units until after a year of satisfactory service as faculty member of that unit.

Art. 69. The term of office of all deans and directors or heads of schools and institute granting degrees shall be five (5) years and that of directors of non-degree-granting units shall be three (3) years from the date of their appointment or, without prejudice to reappointment, until their successors shall have been appointed.

Art. 70. Irrespective of his academic rank, a dean shall receive a salary in accordance with the salary scale approved by the board of regents and his designation as dean shall be distinct from his academic rank; provided, that he handles a teaching load of at least 6 units but without honorarium. However, when the salary corresponding to the academic rank of the dean plus the honorarium is higher than the approved salary scale, he shall be entitled to the honorarium as dean if he teaches not more than 6 units in accordance with the approved scheme of honoraria. When he ceases to be dean, he shall perform the functions and receive a compensation specially corresponding to his academic rank.

A director of an academic units shall receive a compensation in accordance with the salary scale approved by the board of regents for the purpose, but when he ceases to be a director or, he shall perform functions and receive a compensation corresponding to his former academic rank.

The provision of this article and of others elsewhere that define the compensation of university officials, shall at all times be subject to the availability of university funds.

Art. 71. The dean or the director shall provide leadership in the special discipline of his college or unit and shall assume primary responsibility for the initiation, development and improvement of appropriate academic programs and for the maintenance of the academic standard of his college. He shall also exercise immediate supervision and control over his faculty and undertake evaluation of performance of the faculty members and non-academic personnel in his unit. He shall promote and encourage research activities among members of his faculty as well as

extension services for the welfare of the community. He shall also preside over meetings of the faculty of his unit.

Art. 72. Save as his code or any regulation may provide the contrary, the dean or director shall be co-officio member of all committees of his college or school.

Art. 73. He shall supervise the admission and classification of students and their assignment to classes.

Art. 74. He shall see to the orderly behavior and discipline of students, faculty members and employees within the college and shall extend cooperation to the director of student affairs in the general supervision and administration of the affairs of the students of his college.

Art. 75. The dean or director shall oversee and exercise control over all official publication of his college or school.

Art. 76. He shall submit to the president within thirty (30) days before end of every budget year an annual report on the condition and needs of his college or school and such other reports which the president may require.

Art. 77. Through the vice president for academic affairs and in consultation with the chairmen of the departments under his college or school, the dean or director shall submit to the president, within thirty (30) days after the end of the academic year written report on the efficiency of the members of the faculty of his college or school in accordance with the prescribed criteria.

Art. 78. He shall recommend to the president, through the vice president for academic affairs, the recruitment, appointment, transfer, suspension, demotion or removal of any faculty members, or recommend other disciplinary action against such faculty member, after and thorough investigation.

Art. 79. He shall assist in the preparation of the budget of his college and administer the appropriation approved for his college, in accordance with university regulations.

Section3. <u>The College Secretary</u>

Art. 80. There shall be a secretary of the college or school appointment by the board of regents on the recommendation of the president for a term of three (3) years or without prejudice to reappointment, until his successor shall have been appointment and qualified to the position.

Art. 81. The duties of the secretary are those customarily related to the secretarial position. In addition, he shall perform the following functions:

a.) Keep permanent record of the work of the faculty of the college or school;
b.) Receive suggestions from faculty members for transmission to the dean or director;
c.) Render to the dean or director such administrative services as may be required.

Section4. The college or school departments

Art. 82. The president may recommend to the board of regents the organization of department in the various colleges and schools on the basis of fields of study or discipline. Any group faculty members, not less than five (5) in members, belonging to the same or related field, may be constituted into a department.

Art. 83. The department staff shall consist of all members of the teaching or research staff who actually teach or do research work for the department.

Art. 84. The chairman of the department shall be appointed by the board of regents upon recommendation of the president and shall assume responsibility for the management and conduct of his department.

Art. 85. The term of office of the various chairman for academic divisions and departments in all units of the university shall be one (1) year or, without prejudice to reappointment, until their successors shall have been appointed and/or have qualified for the position.

Art. 86. The department chairman assumes responsibility in the academic affairs of his department.

CHAPTER 6

THE COLLEGE OR ARTS AND SCIENCES

Art. 87. The college of arts and sciences is established to improve the foundations of a liberal education, to provide the student with the necessary orientation in university work education, and to guide him towards his choice of advanced or specialized courses. It shall take charge of the studies in humanities, social sciences, science and mathematics, and language. It shall assist other colleges and units of the university in coordinating their courses of studies with the basic discipline of general education.

CHAPTER 7

ACCREDITATION

Art. 88. A system of accreditation may be established in accordance with the standards, rules and policies as may be prescribed by the board of regents.

TITLE THREE

CONDITION OF EMPLOYMENT

CHAPTER 8

GENERAL PROVISIONS

Art. 89. The board of regents, on recommendation of the president, shall fix the compensation and salaries of the members of the faculty, officials and employees of the university.

CHAPTER 9

ACADEMIC STAFF

Section1. Composition

Art. 90. The academic staff of the university shall be composed of the teaching staff and personnel performing academic-related work.

Art. 91. The members of the teaching staff shall be classified as regular members of the faculty and non-regular members of the faculty.

Art. 92. The regular members of the teaching staff shall include the following:

a. University Professor
b. Professor
c. Associate Professor
d. Assistant Professor
e. Instructor
f. Assistant Instructor
g. Teacher

Art. 93. The non-regular members of the teaching staff shall consist of those who perform special assignment relating to academic programs which include the following:

a. Assistant Lecturer
b. Associate Lecturer
c. Professorial Lecturer
d. Visiting Professor
e. Exchange Professor

Art. 94. Personnel performing academic-related work shall include the following:

a. Research Personnel- researchers, research aides, research assistants, research associates, research follows, etc.

b. Professional extension workers

c. professional Liberians

d. Guidance Counsellors

e. Technical Specialist – training specialist, information specialists, labor education officers, legal education officers, training officers, laboratory assistance.

Art. 95. Repeated reappointment for a definite term shall not carry any presumption of permanent tenure.

Section 2. Qualification

Art 96. All appointment to the academic staff shall be made strictly on the basic of merit. No religious test shall be applied, nor shall the religious opinions or affiliation of the instructors of the University be a matter of examination or inquiry; provided, that filling of vacant positions and recommendations for promotion shall be accompanied by justifications made in writing by the recommending officials and in accordance with the Faculty Ranking System and other pertinent rules laid down by the Board of Regrets. No promotion of more than two steps could be affected except in extremely meritorious cases (as those who have achieved national or international distinction along academic related fields). Every recommendation for appointment or promotion shall be accomplished by a complete statement of the qualifications, training, service record, publications o researchers of the candidates which constitute the bases of such recommendations.

Art. 97. Member of the Academic staff shall be exempt as a such from any civil service examination or regulation as a requisite to appointment unless otherwise provided by law.

Section 3. Appointments

Art. 98. All appointments of the faculty will be on probationary period for at least two (2) years, after which evaluation shall be made for a permanent tenure or separation from service. However, permanent tenure may be granted earlier in extremely meritorious cases to be determined by the President upon recommendation of the APC and approved by the Board of Regents.

Art. 99. In all appointments of assistant lectures, associate lectures or professional lectures in the University, nominees who are connected with other branches of the government shall present written permits from the department head concerned, and shall state the total number of hours a week they are teaching in other schools.

Art. 100. Faculty members recruited from the government schools. College and universities who before their appointment to the MSU enjoy the privilege of permanent

appointment at MSU in accordance with the policy of the Board; that they shall be given the benefits of permanent tenure to which they have been entitled before transferring to the University.

Art. 101. A professional lecturer is equivalent to an associate or full professor in the regular clans. Unless the candidate for the position of professional lecturer outstanding in his field specialization and his competence and prestige entitle him to recognition as an expert by his colleagues in the field, he shall not be recommended for a rank higher than that of associate lecturer.

An exchange professorship or visiting professorship program may be authorized under terms and conditions which are mutually acceptable to be parties concerned upon approval by the Board of Regents.

Art. 102. It is the policy of the University to discourage nepotism in appointments of faculty personnel performing academic-related functions except in cases where the interests of the University require otherwise and the Board of Regents no decide.

Art. 103. No person shall be eligible for appointment or reinstatement as a regular member of the faculty of this university during the term for which he has been elected to any political office.

Art. 104. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.

Art. 105. The president may recommend to the Board of Regents the appointment of any faculty member to the rank of University Professor. The University Professor is distinguished form the University Professor in the sense that to qualify for the appointment to the position he must be an outstanding scholar and scientist as evidenced by the quality of his publications and researchers in his principal field of study and allied fields. But in addition to his expert knowledge in one field or division, he must have a good acquaintance with at least one another subject within another division out of three divisions of humanities, mathematics and sciences, and social sciences, he must be known for intellectual maturity and objectivity. He must have a high reputation among his colleagues and other scholars for his mastery of the subject of his specialization.

Art. 106. The University Professor may be assigned to do research work, give lectures or conduct seminars on the subject or subjects of his specialization in any college or unit of the University.

Art. 107. All duty elected President of Mindanao State University may be granted by the Board of Regents the academic rank of University Professor.

Section 4. Compensation/Incentives/Travel Benefits

Sub-section 1. Compensation

Art. 108. Full and part-time members of the faculty shall receive compensation in accordance with schedules as reflected in the Management, Operational, Qualification Standards and other manuals approved by the Board of Regents and other approved resolutions. Moreover, a system of incentive pay shall be established for faculty members which shall be applied on a case-to-case basis under terms and conditions that may be appropriate in recognition of meritorious advice.

Art. 109. A past President of the University who has been granted the academic rank of University Professor shall receive a compensation equivalent to his last salary as University President; provided, however, that he has served as University President for a minimum term of five (5) years; and provided, finally, that as University Professor, he shall be required to teach the minimum of six (6) units in his chosen field of specialization, per semester, or in lieu thereof, provide consultancy and adviser ship to the University, especially in the context of fund-raising, public relations and institutional research and development.

Art. 110. Lecturer shall be paid for each hour of actual service and for each final examination in accordance with schedules reflected in the MSU Management, Operational, Qualification, Qualifications Standards and other manuals approved by the Board of regents and other approved resolutions. Any official or employee of the government may be appointed lecturer of permitted to teach by the proper authority in which case be.

Art. 111. Faculty occupying positions of academic leadership, such as assistant deans, directors, or chairmen of academic units shall be deemed as faculty members first and shall be compensated on the basis of their academic rank and through honorarium as may be provided for in the honorarium schemes in the management, operational, qualification standards and other manuals approved by the Board of Regent and through resolution it may adopt from time to time as exigency of service so require.

Art. 112. A Faculty member who is designed to occupy an administrative position, whether or not such position is within the academic sphere, may receive compensation equivalent to the salary attached to such position when such salary is greater than his salary as a faculty member, provided further, that when he ceases to occupy such administrative position and returns to the faculty he shall receive the salary equivalent to his academic rank.

Sub-Section 2. Other Incentives

Art. 113. Children and/or dependents of faculty members shall be entitled to full tuitional privileges upon enrolling in any unit of the University, subject to the following conditions:

a) Each faculty member, regardless of civil status, shall be entitled to only dependent enjoying said tuitional privileges at any one time;

b) A married faculty member shall be entitled to a maximum of four children or a combination of three children and only dependent enjoying said tuitonal privileges at any one time; provided, that if both husband and wife are University employee, they shall be entitled to a maximum of five children or any combination of children and dependents enjoying said tuitional privilege, but in no case shall they be entitled to more than two dependents enjoying said privileges;

c) Dependents as conceived in this article shall be limited only to brothers and sisters of faculty members.

Art. 114. A faculty member's spouse enrolled in any unit of the University shall be entitled to 50% tuitional discount.

Art. 115. Upon the recommendation of the President, actual and necessary transportation and other traveling expenses incurred in the transfer of a faculty member, recruited from private sources, including his dependents from place of residence to Mindanao State University, Marawi city, shall be reimbursed subject to auditing and accounting rules and regulations; provided, that the faculty member shall serve the University for a period of not less than a year, provided further, that any faculty member granted the benefits authorized under this article who shall voluntarily resign on whose services is terminated through his fault before the end of one year period shall be made to refund transportation and traveling expenses received by him.

Art. 116. Upon the recommendation of the Deans or Director and the Vice President of the Academic Affairs, attendance in professional meetings, conventions, seminars or conference of a work-related nature by faculty and administrative official may be financed by the University in accordance with the items of costs as approved by the President; Provided, that attendance in conferences organized by the University shall be subsidized in accordance with program of expenditures approved by the President.

Section 5. Promotions

Art. 117. In line with basics functions of the University, the criteria for promotion shall consist of efficiency, productivity, professional growth, and extension service, for elementary and secondary teachers, the percentage for efficiency shall be 50; for productivity 30; for professional growth, 15; and for extensions service, 5. For assistant instructions, instructions and assistant professor, it shall be 50, 30, 15, and 5 for efficiency, productivity, professional growth and extension service, respectively; whereas, for associate professors, full professors and research professors, it shall be 40, 40, 5 and 15, for efficiency, productivity, professional growth and extension service, respectively.

Art. 118. Efficiency shall refer to the ability of a faculty member to carry out his tasks/obligations effectively in relation to his students, peers, and superiors.

Standards evaluation forms shall be administered by the Office of the Vice President for Academic Affairs every semester. The criteria to be used by each type of raters shall consist of the following: for student raters, command language, mastery the subject matters, presentation of subject matter, ability to stimulate students, test, grading of students, attitudes towards students, recognitions of own limitations, and functionality; for peers and department chairman/ dean/immediate superior of college teachers, scholarship, personality, and cooperativeness and addiction to service; for peers and principal/immediate superior of secondary/elementary teachers, teaching skill, guidance skills, and personal and social competence.

The efficiency rating of a faculty member on study leave shall be based on his academic performance using general average in graduate courses as the index.

Art. 119. Productivity shall refer to the output of the faculty resulting from his creative activities. The criteria of productivity shall be materials written or published by the faculty and hills role in the publisher. Evaluation will be based on the following, books, articles, instructional materials, poems/lyrics/anthologies, short story/pay, musical compositions, dance, design, compilations, abstracts, painting, discoveries, inventions (including games), architectural designs and sutures and other objectives of art. The faculty member will also be credited for his role as author/co-author, editor, /coordinator, translator and senior/junior writer.

Art. 120. Professional growth shall refer to the additional degrees/unit/training/exposure of a faculty member especially in his field of specialization. The criteria f professional growth shall be to following: Special training courses, units/credits leading to a higher professional/administrative honors and awards and constancy.

Art. 121. Extensions service shall refer to any form of non-remunerated voluntary service rendered outside official function time in the University to a duty recognized organization, institution, or community. The activities under extension service shall be the following: manpower training, information/dissemination drive, income active membership in soio-oivic committees, humanitarian projects/services, and consultancy/advisorship in civic organizational.

Art. 122. The scheme shall not put any limit to the number of points a faculty member may earn for productivity, professional growth and extension service. In extremely meritorious cases wherein a faculty member exponentially scores beyond the 100-point mark, he shall be exempted from the restrictive limiting the promotions to three steps provided he does not receive a poor rating in any of the four criteria. The additional steps shall be determined by the promotion panel.

Art.123. all faculty members regardless of whether they are on campus and teaching, or on a study leave, and regardless further of their present program of activities/engagements (i.e., sabbatical leave, visiting professorship in local or foreign institutions), shall be periodically considered for promotions once every year.

Art. 124. In order that the ranking system shall be properly administered, a permanent body will be constituted to ensure continuity and consistency in the interpretation and application of the

implementing rules governing promotions. The seven (7) members to compose this promotion panel shall be chosen from among the university academicians reputed for their productivity, professional integrity, respect for justice and objective judgement with the vice president for academic affairs as chairman. The deliberation shall be presented to the board of regents through the president for confirmation.

Art. 125. A dossier in the colleges and the office of the vice president for academic affairs shall be maintained for each faculty member who is charged with the responsibility of furnishing original information for his file and supplementary information to keep it up to date. Fool proofs credentials will be the basis for faculty promotions.

If a faculty member is not promoted, he shall be furnished true copies, not just summary, of the individual evaluations and recommendations of the members of the university promotion panel.

Section 6 – initial Ranking

Art. 126. The criteria for initial ranking shall be educational attainment, work/teaching experience, productivity, and professional growth. The different items listed under the same criteria of productivity and professional growth in the promotion evaluation shall apply also in the initial ranking assessment. The percentage for each criterion is 50, 20, 15 and 15, respectively.

Art. 127. For initial ranking, a baccalaureate degree shall be given 30 points, a masteral degree 54 points, and doctoral degree 102 points, thus a fresh AB/BSE/BSEED graduate shall be given 15 points (50% of 30 plus 0 of the other criteria), a fresh MAT/MA/MS graduate without teaching work experience and points of productivity 27 points (50% of 54 plus 0 of the other criteria), and a fresh PhD/DBA/DPA/PhL graduates 51 points (50% of 102 plus 0 of the other criteria.

Art. 128. For purposes of assigning equivalent ranks to earned points, under the criteria for initial ranking, the following scheme shall be used:

A. Elementary and high school teachers

Teacher 1 -- 15 points (for BSE/BSEED/AB/BS graduate)

Teacher 2 -- 23 points (for BSE/ BSEED/AB/BS graduate with honors)

Teacher 3 -- 31 points (for those who have completed the academic requirement for a masteral degree)

Teacher 4 -- 39 points

Teacher 5 -- 47 points

Teacher 6 -- 55 points

Teacher 7 -- 63 points

Teacher 8 -- 71 points

Teacher 9 -- 79 points

Teacher 10 -- 87 points

Teacher 11 -- 95 points

Teacher 12 -- 103 points

The ranks of teacher 4 to teacher 12 are reserved for those who do not have the necessary qualifications, that is, at least a masteral degree. Those who possess the necessary qualifications will be entitled to the ranks enjoyed by the college teacher. This provision aims to improve the retention rate of the faculty in the elementary and secondary levels by granting them collegial academic ranks with corresponding salaries. This, however, does not entitle them to transfer to the college level, for effective teachers are needed in all levels of teaching especially during the formative period of learners.

B. College teachers

Assistant instructor -- 15 points (for fresh AB/BS graduate)

Instructor A -- 19 points (for fresh AB/BS graduate with honors)

Instructor B -- 23 points (for those who completed all the academic requirements for a masteral degree)

Instructor C -- 27 points (for fresh MAT/MA/MS degree holder without teaching/work experience and points for productivity)

Art. 129. In line with the basic tripartite function of Mindanao state university, a scheme designed to force recognition of research as one of this prime charges shall be sternly and scrupulously adopted to ensure maximum institutional support to faculty members and the research force engaged in original significant activities aimed at the extension of the frontiers of knowledge.

Sub-section I research incentive scheme

Art. 130. The university shall adopt the policy awarding or recognizing the researcher's copyright ownership of his research under the following conditions:

a. the employee, if the creation of the object of copyright is not a part of his regular duties even if the employee uses the time, facilities and materials of the employees;

b. the employee, if the work is the result of the performance of his regularly assigned duties, unless there is an agreement express or implied, to the contrary.

Art. 131. To stimulate more vigorous research productivity among the faculty, the research incentive scheme shall strictly apply.

Art. 132. A research personnel is an academic person whose main function is research work; however, these from the rank of researcher and above must teach a minimum of six (6) units for the transmission and in the course of the application of research finding.

Art. 133. Appointment/promotion of research personnel should be recommended by the Dean of the University Research Center through the Academic Promotion Panel, which shall discharge the following duties and responsibilities.

a. to interrupt the implementing rules governing promotions as stipulated in the promotion schemes for teaching and research personnel;

b. to examine the academic credential and other prepare of teaching and research personnel as basis for promotion;

c. to review and evaluate the recommendation of academic personnel, before submitting the same to the academic planning committee;

d. to evaluate the academic and credentials of new appointees and recommend the the appropriate initial ranks of those concerned to the academic planning committee;

e. to perform such other functions and duties as may be assigned to the committee from time to time by the academic planning committee, vice president for the academic affairs and/or the president of the university.

Art. 134. The criteria for promotion are productivity, work efficiency, professional growth, extension service, while these for initial ranking are educational attainment, productivity, work experience and professional growth. These sets of criteria are consistent with the basic functions of the University which are instruction, research and extension service.

Art. 135. Any research personnel with at least a BS/AB degree may be promoted to the highest professional rank provided he satisfies the requirements/criteria prescribed in the promotion and recruitment scheme.

Art. 136. All BS/AB fresh graduates regardless of the number of years prescribed for graduation shall be treated equally in terms of initial ranking.

Art. 137. There shall be no automatic promotion. Research personnel who are due for promotion in view of a completion of a degree shall be evaluated in accordance with the criteria prescribed in the promotion and recruitment scheme.

Art. 138. A research personnel on study leave may be considered for promotion with the general average obtained in his graduate courses used as the index for his efficiency. However, he will receive his adjustment in salary upon his return.

Art. 139. The University is not obliged to employ any research personnel sent on advanced training whose general average in graduate courses after completion of academic requirements is below 2.0.

Art. 140. Any research personnel who obtain a total rating of less than fifty points for two consecutive promotions years shall be deemed underserving and terminated from the service.

Art. 141. Any research personnel who resign from the University shall not be regarded as a new recruit when he re-applies.

Art. 42. No research personnel shall be appointed to probationary status without a masteral degree or one year of actual service in the University, Similarly, no research personnel shall be appointed to permanent status without a masteral degree and three years of actual service in the University.

Art. 143. All research personnel regardless of whether they are on campus and working, or on study leave, and regardless further of their present program of activities/engagement (I.e., on sabbatical leave, visiting professorship in local or foreign institution), are periodically considered for promotion once every year.

Section 7 – Academic Freedom of Teachers

Art. 144. Members of the teaching staff enjoy academic freedom; provided, however, that no instructors in the University shall inculcate sectarian tenets in any of his teachings nor attempt, either directly or indirectly, under penalty of dismissed by the Board of Regents, to influence students or attendance at the University for or against any particular church or religious sect or political party.

Art. 145. Academic freedom is the right of the teacher to teach the subject, publish the result of his researches and express his convictions in his field of specialization in his best lights, subject to the following qualifications:

a. Mindanao State University should recognize that the teacher in speaking or writing outside of the institution upon subject beyond the scope of his own field of study, is entitled to the same freedom and is subject to the same responsibilities as attached to all other citizens;

b. It is clearly understood that Mindanao State University assumes no responsibility for views expressed by members of its staff, and the faculty members themselves should, when necessary, make clear that they are expressing only their personal opinions.

Section 8. Tenure

Art. 146. The initial appointment in the University to any academic rank shall be probationary in character and for a period of one year, subject to renewal.

A temporary appointment shall automatically terminate at the end of the period stated therein, unless the President, upon recommendation of the Dean of the unit, renews the temporary appointment for a period of another year, subject to further renewals.

Art. 147. Academic tenure shall mean the right to permanent or to continuous service in the University which may be terminated only for adequate cause, retirement, or demonstrably bona fide financial exigencies. "Adequate cause" shall mean a reason or reasons which may be used to initiate suspension or dismissal procedure.

Art. 148. Academic tenure shall be granted to a faculty member who shall have satisfactory served the University on a full-time basis for a probationary period of not less than 3 years of actual service and has achieved a master's degree or its equivalent in scholarly, publication as attested to by adequate credentials.

Art. 149. Full-time academic service credited toward academic tenure shall consist of teaching and/or research in the University

Art. 150. Faculty members recruited from government schools colleges and universities, who, before their appointment to Mindanao State University enjoy the privileges of permanent appointment shall be extended a provisional tenure of appointment at MSU in accordance with the policy of the Board, provided that they shall be given the benefits of permanent tenure, like GSIS, to which they have been entitled to before transferring to the University and provided further, that MSU shall be grant them permanent tenure upon compliance with the requirements of 3 years full-time academic service and a master's degree or its equivalent in scholarly publications.

Art. 151. Terms and conditions of Appointment

The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a probationary appointment the person concerned shall be so informed in writing at least sixty days before the termination date.

An appointment with tenure may be terminated by resignation, retirement or removal for cause.

Art. 152. Promotion in rank. Every promotion in rank shall carry with it the appointee's tenure unless he qualifies for changes of appointment tenure.

Section 9 – <u>resignation</u>

Art. 153. No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the President through the Dean or Director concerned at least sixty days before it takes effect. Failure to report for duty within one month after appointment, without the President's written permission, automatically cancels the appointment.

Art. 154. The above rules shall not apply to resignation on account of serious illness or when, in the judgement of the President, it is in the interest of the University that the resignation shall be deemed effective without a clearance from financial and property accountability.

Section 10 – fellowships

Art. 155. Fellowships shall be awarded on the basis of the greatest need of, and usefulness to, the department or college or unit within the context of general university priorities, and the selection of candidates therefore shall be made by the Board of Regents on recommendation of the Academic Planning Committee through the President of the University.

Art. 156. All fellowships granted or to faculty members should be strictly limited to the best, most promising and most deserving members in the line selected.

Art. 157. Fellowships are awarded by the University not as a gift, but on the assumption that the holders are ready and willing to assume a share in the expenses for their self-improvement. All fellowships are awarded in the interest of the University and for the purpose of enhancing the usefulness of the teaching staff.

Art. 158. All fellowships under the Faculty Development Program shall be restricted to the following ranking of priorities:

1. Teaching faculty of the various colleges including those of the external units;

2. Teaching faculty of the University High School and the various community high school;

3. Teaching faculty of LES;

4. Research Assistance;

5. Librarians;

6. Academic non-teaching personnel not covered by, or identified with, any of the foregoing categories.

Art. 159. Fellowships under the Faculty Development Program are classified according to the level of financial support forthcoming

A. Regular or Full Fellowship. The deans and director shall, from time to time, submit the name of their recommendees /nominess to the office of the vice president for academic affairs, which in turn shall submit same to the academic planning committee, for deliberation in terms of funding, faculty needs and the relevant matters. Following thorough screening by the committee, the approved listing of recommendees shall be submitted to the board of regents through the president of the University for Final approval/confirmation. (N.B This procedure shall apply to all other types of study grants.)

Regular or full scholarship is categorized as foreign or local. A faculty member on regular or fellowship grant (local), irrespective of the level of graduate program pursued, shall be entitled to the following financial assistance from the university:

1. Monthly stipend of monthly stipend of ₱400.00;

2. Book allowance of ₱300.00 per semester and ₱150.00 per summer;

3. Transportation allowance: round trip economy fare; (N.B. This is allowed only once every year of the grant duration – at the start at the end of each yearly grant, except in cases of recall.)

4. Free tuition and other school fees;

5. Thesis allowance of ₱400.00 which shall be used for the typing of theses successfully defended and shall be paid only after certification by the thesis adviser of the respective grantees that all requirements are satisfactorily complied;

6. Regular salary if the fellow has served the university for at least two (2) academic years, or if a special Muslim grantee, has served the university for at least six (6) months; otherwise, he will not be entitled to his monthly salary.

A faculty member on full fellowship abroad shall be entitled to the following;

1. Roundtrip transportation (next below the first class);

2. Clothing allowance of not more than US$200.00, if in the place of study or training abroad, normal Philippine clothing were inadequate. In cases where normal Philippine clothing is adequate, the grantee or trainee shall be entitled to a clothing allowance of US$100 during the first twelve months, or a portion thereof.

N.B. Limitation on clothing allowance, as embodied in section 22 of executive order No. 12a dated May 6, 1968.

3. Book and school supplies allowance not exceed US$150.0C per year.

4. Port expenses (not to exceed ₱400.00) which include expenses incurred in obtaining passport, visa, inoculation, and other similar expenses.

5. Family allowance, if married, of US$150 a month.

B. Partial/special fellowship. Partial/special fellowships, further categorized as to local or foreign, are awarded under such terms and conditions as may be determined by the board of regents, to members of the faculty who have obtained fellowship or scholarships from other entitles.

I. A faculty member on partial fellowship (local) shall be entitled to a portion of the privileges covered by the regular fellowship, comprising the following:

1. Regular salary

2. Roundtrip transportation (economy fare) usually chargeable against the unit's budget.

The other costs of study shall be covered from other sources either from other scholarship or from personal funds.

II. A faculty member o partial fellowship abroad shall be entitled to privileges, as prescribed by NEDA, comprising the following:

N.B. Limitation on clothing allowance, as embodied in section 22 of executive order No. 129 dated May 6, 1968.

2. Incidental expenses, for visa, passport, inoculation and other similar expenses, not to exceed ₱300.00.

3. Roundtrip transportation allowance: minimal first class.

C. Summer fellowship/scholarship. Summer fellowship/scholarships may be awarded during the summer months with the aforementioned privileges for regular or full scholarship adjusted according to the number of units carried and the duration of the study.

D. Special Muslim scholarship. The special Muslim scholarship is designed in order to hasten the development of the Minsupala region and shall be in force for next five years. The special Muslim grant is of two types:

a. Muslim faculty and staff fellowship (local).

This fellowship is open to Muslim faculty and staff members who have served the university for a period of six to twelve months, inclusive, and who shall pursue graduate and special studies. This grant shall provide the same privilege as the regular MSU scholarship grant under the MSU Faculty Development Program.

b. Muslim faculty and staff fellowship (abroad).

The university shall support a maximum number of five (5) qualified and deserving Muslim faculty and staff members, for graduates and special studies abroad for one academic year, renewable for another academic year.

Art. 160. When a fellowship granted for a specific discipline is used in the pursuit of another discipline, that fellowship be deemed forfeited on the date of enrolment.

Sub-section 1. General provisions

1. To live up faithfully to the terms of grants;

2. To attend such institution of recognized standing in the field as may be indicated in special order formally authenticated by the president of the university and approved/confirmed by the board of regents;

3. To confirm to al rules, regulations and laws of the institutions which they may attend, and such other regulations as may be prescribed by competent authority;

4. To pursue diligently, conscientiously and faithfully such courses of study or such practical work confirmed to be allied to their official duties, as recommend and endorsed by the academic planning committee through the president of the university.

5. To retain their fellowships throughout the period for which they have been appointed, unless compelled to withdraw therefrom for urgent reasons and only upon approval of the president of the university, and to take seriously their full-time study status to enable them to take full advantage of the opportunity to acquire knowledge and/or skills to benefit or improve performance in their work upon return to MSU. As such, they are prohibited from taking on outside employment or assignment involving emoluments, allowance or entitlements other than those authorized for the grant.

6. To pay the university, if allowed to withdraw from the contract, the total expenses incurred incident to the contract plus accrued interests of 12% per annum for the duration of expended fellowship including liquidated damages of not less than ₱10,000.00;

7. To pay the University an amount equal to all expenses incurred incident to the contract, in case the contract is revoked by competent authority on account of the grantees conduct or behavior detrimental to MSU and failure to maintain the required grades in their studies, under the terms and purposes of the contract, plus legal interest computed from the date of revocation. (Two responsible persons shall assume joint and several liability with the appointee to a fellowship for the performance of the obligations stipulated in the preceding items numbered “6” and “7”.)

8. Outside scholarship grants in addition to the MSU grant are not allowed, except in rare, meritorious instances, as when the grant earned through an exceptionally impressive academic performance; Provided, however, That the terms of the second grant do not conflict with those specified in the MSU grant; and Provided, further. That this grant is cleared with the academic planning committee and duly approved by the Board of Regents through the President of the University.

9. To maintain a level of performance consistent with accepted standards of scholarship and performance. Renewal of fellowship grant contracts shall be on the basis of highly satisfactory performance only. No grantee with a weighted average of less than 1.75 or its equivalent shall be extended renewal.

10. All grantees shall, at the beginning of the semester, submit their certificates of matriculation and duly certified programs of study to the OVPAA for purposes of monitoring under

loading/overloading and change of program of study. At the close of each semester, they shall submit to same office official transcripts of the grades earned by them, for evaluation purposes.

11. Before departure from the university, the grantee shall post a performance/fidelity bond from a reputable bonding company in the amount equivalent to 3% of total expenses incurred by the University for All Privileges covered by the grant.

Art. 161. The fellowship or scholarship shall be granted for a maximum period of three years for a doctoral degree and two years for a masteral degree, subject to annual renewal based on the performance and conduct of the grantee. In very justifiable cases, the study leave, upon expiration, may be extended beyond the stipulated period, but not exceeding one semester, during which period of extension the grantee, as faculty member of MSU shall receive only his salary from the university, if so entitled.

Art. 162. No faculty member who has already enjoyed the privilege of a study grant may be authorized to have another leave of absence, unless he has served the University for at least Two-thirds of the return service required in the original contract.

Art. 163. Faculty members on study leave shall be periodically considered for promotions every year, their efficiency rating to be based on their academic performance with the general average in graduate courses as the index. The weighing is as follows: 1.00 or its equivalent, 100 points; 1.10 – 1.25 or its equivalent, 90 points; 1.26 – 1.50 or its equivalent, 80 points; 1.60 – 1.75 or its equivalent, 70 points.

No credit is assigned to grades below 1.75 since this provision aims at excellent academic performance, not mediocre graduate achievement.

Art. 164. All candidates for all for fellowship shall undergo a thorough physical and medical examination by the university physician or other government physician.

Sub-section 2. Return service requirements

Art. 165. On completion of the study leave made within the Philippines, the fellowship or scholarship grantee shall serve specifically the MSU college, office or unit, responsible for securing the grant for him. This service shall be for two (2) years for every year of his fellowship or training, or a major fraction thereof, or for one year for a period less than six (6) but not less than two (2) months of is fellowship or training.

For study grants for one year or more, a return service of two years for every year of such study grant or a major fraction thereof, shall be required, or a return service that shall not exceed seven (7) years.

Art. 166. For study grants expended abroad, the grantee shall be required to serve in MSU for three years for every year of scholarship, or a fraction thereof of not less than two months.

Art. 167. University – funded or university – sponsored scholarships, special training, travel grants to attend conferences or seminars or for observation purposes shall be subject to the following rules on return service:

a. for study grants, travel grants for observation and attendance of seminars, special training grants, and other grants involving less than one year but not less than two (2) months, there shall be return service of one year required; and

b. for study grants, travel grants for observation and attendance in seminars, special training grants, and other grants involving less than two (2) months, there shall be no required return service.

c. where the travel or assignment involves only official time, provided that it does not extend over two months, no return service is required.

Art. 168. The fellowship or scholarship shall be granted for a maximum period of two years for a master's degree and three years for a doctorate degree, subject to renewal for extremely justifiable causes but not exceeding one semester for the masteral program and not more than one (1) year for the doctoral program and under such condition as may be determined by the president.

Art. 169. The scholarship or fellowship grant shall be distributed among the faculty who have not been granted such privileges, except in extremely meritorious cases for those who have completed the return service.

Art. 170. To avoid uncompromising commitments, no faculty should apply for a scholarship grant outside the university without previous authority from the vice president for academic affairs.

Art. 171. The following rules and regulations governing return service for faculty and other grantees under university-sponsored or university-funded scholarships, fellowships, special training and other grants shall hereafter be observed:

1. a. for regular fellowships and scholarships: two (2) years return service for every year of scholarship;

b. for foreign fellowships and scholarships; three (3) years return service for every year of scholarship.

2. foreign or local grants for observation purposes, travel grants for observation, attendance in seminars and other grants of not less than six months but not exceeding one year, return service of one year.

Art. 172. Any faculty members who refuses to accept fellowship or scholarship grant awarded by the university without justifiable reasons will be given lower priorities in the award of future scholarship.

Sub-section 3. <u>Local summer fellowship</u>

Art. 173. There is hereby established a local summer fellowship program under the following terms and conditions:

1. the head or dean of the college shall recommend to the president through the academic planning committee, the member of his faculty who shall be entitled to the privileges of the scholarship. The grantee must take graduate or specialized courses in MSU when available and shall be given free tuition;

2. if courses are not available at MSU, grantee must study in a college or university approved by the president and take courses approved by the dean or head of the college;

3. for grantees enrolling in a college or university outside Marawi city, free round-trip transportation in addition to a living allowance of ₱200.00 for the duration of the summer term shall be given. The same privilege shall be awarded to grantees coming from external units, outside Marawi and Lanao del sur.

Section 11. Sabbatical leave

Art. 174. Sabbatical leaves may be granted to members of the faculty to encourage study, investigation and research and to improve their competency for service to the university.

Art. 175. A sabbatical leave not exceeding one year may be granted to a faculty member with a rank of associate professor and above who has served the university for a minimum period of six (6) years. The leave includes the following privileges:

— Full salary corresponding to his leave;
— Free round-trip transportation from Marawi to destination and back;
— Advanced encashment of salary equivalent to three (3) months of service.

Section 12. Teaching load

Art. 176. The regular teaching load of faculty shall be from 12 to 15 units per semester depending upon the following:

1) Number of preparations;
2) Creative work along research writing;
3) Committee work;
4) Administrative assignment;
5) Graduate teaching assignment;
6) Assignments outside the regular station.

Provided, however, that the teaching load from 9 to 12 units may be authorized by the dean on exceptionally meritorious cases.

Art. 177. any member of the faculty and any academic official may be assigned a teaching load not exceeding 6 units above his regular assignments when the exigencies of the service require and shall be entitled to the corresponding authorized honorarium.

Art. 178. Faculty members designated to teach courses during summer are entitled to honoraria as approved by the board of regents.

Art. 179. Thesis advisorship shall be given an equivalent of one unit per advise but not exceeding five advises per semester and shall be credited only after the completion of said thesis/es.

Art. 180. Payment of honorarium shall be made upon certification of the dean or director.

Section 13. Retirement privileges

Art. 181. Retired member of the academic staff shall enjoy university library privileges and shall receive, upon request, publications of the university which are generally furnished to the faculty. They may also be entitled to such privileges which, in the opinion of the president, the university is in a position to grant; and they shall be invited to participate in major university programs and activities.

Art. 182. Upon the request of a dean or director of a college or school, a retired university official or faulty member may be requested to serve as a consultant for on-going or future projects for which his expertise is imperative and shall be entitled to an honorarium as may be authorized by the board of regents.

Art. 183. A retired faculty member may be elected emeritus professor, on recommendation by the university council to the board of regents, for extremely meritorious and distinguished service to the university, with emoluments as may be determined by the board of regents.

Section 14. Faculty director

Art. 184. Members of the faculty shall fill out every two years or oftener as the need arises, the prescribed form in connection with the faculty directory to be kept in the office of the registrar.

CHAPTER 10

ADMINISTRATIVE STAFF

Section 1. Appointment

Art. 185. The civil service law, as well as the rules and regulations issued by competent authority pursuant thereto, shall be taken into account in addition to whatever measures the board of regents may adopt in connection with appointments to the administrative staff.

Art. 186. Ad interim appointment shall refer to any appointment made in between sessions of the board of regents. Such appointment shall be deemed automatically terminated after six (6) months unless confirmed by the board of regents. Any appointment not confirmed by the board of regents may not be re-submitted.

Art. 187. An official or employee from another government agency on permanent status, who transfers to a non-academic position in the university, shall be issued a permanent; Provided, that he possesses the civil service eligibility appropriate to the new position.

Art. 188. In the vacancy, priority shall be given to present university employees who possess the required qualifications in the filling up of vacancy available in the university department/division and/or unit.

Art. 189. No person shall be eligible for appointment or reinstatement as a regular member of the administrative staff of the university during the term for which he had been elected to any political office.

Art. 190. No person who had been defeated as a candidate for a political office in an election shall be eligible for appointment or reinstatement in the university within a year after the election.

Art. 191. In the appointment to non-academic positions in the university, the primary criteria should be the standard qualifications set forth in standard qualifications manual; Provided, that sympathetic consideration should be given to the cultural communities.

Section 2. Compensation

Art. 192. All administrative officials, clerks and other employees shall be paid such salaries as may be fixed by the board of regents.

Art. 193. Whenever a faculty member receiving extra compensation for administrative services rendered in addition to his teaching is absent for more than thirty days and another person is appointed to perform his administrative duties, the person so taking up this work shall be entitled to the additional compensation.

Art. 194. A system of reward shall be established for administrative personnel which shall be applied on a case-to-case basis under terms and conditions that may be appropriate in recognition of meritorious service.

Art. 195. Adjustment in salaries as a result of increase in pay levels, or of upgrading of positions which do not involve a change in position title and in qualification

requirements, shall not require new appointments except that copies of the salaries adjustment notices shall be submitted to the civil service commission for record purposes.

Section 3. Promotions

Art. 196. Promotion mean advancement from one position to another position with an increase in duties and responsibilities as authorized by laws or as approved by the board and is usually accompanied by an increase in salary.

Art. 197. When a vacancy occurs in a position in the university, the officials or employees in the department, division and/or unit who occupy the next lower position in the occupational group under which the vacant position is classified and who possess appropriate civil service eligibility, be considered for promotions.

Art. 198. For purposes of implementing the provision of the preceding article and for purposes of determining promotion, the following scheme shall be adopted:

I. Merit ……. ….. 85%

A. efficiency ……..… 70%

1. Quantity of work ……. 15%

This shall include the volume of acceptable work output; how fast the subject work; and how much he accomplished at a given time.

2. Quality of work.……... 15%

This shall include thoroughness, accuracy and neatness

3. Physical condition ……. 10%

This refers to the physical condition adversely affecting he the efficient performance of his duties.

4. Habits, character and conduct …… 10%

These include, in the case of chiefs of office, their official relationship with fellow officials; their dealings with the public; the manner they maintain discipline and orderly conduct among subordinate personnel and keep their offices orderly and presentable; and, for all subjects, courtesy, cooperativeness, personal tidiness and appearance, indulgence in habits detrimental to the service and whether subject (subordinate employee) gets along well with his fellow employees, takes good care of the furniture and equipment assigned to him and maintains his table and surroundings in an orderly and presentable manner.

5. Attitude and adaptability ……. 10%

This shall include interest in the job and facility and adjustability to learn new work with or without instructions.

6. Punctuality and attendance …… 10%

Number of times tardy and number of days absent (vacation and sick leaves) during the rating periods are factors for determining the rating. Punctuality and attendance shall be rated separately. The average is the overall rating for punctuality and attendance. One time tardy and one-day absence are rated 99% each. Similarly, two times tardy and two days are rated 98% each and so on down the line. Thus, if a subject were late ten times, his rating under attendance is 90%. If he was absent twenty days his rating under attendance is 80%. Average of the two is 85%.

The following table shall be used in grading a subject under this rate:

1. 100% -- no tardiness; no absences
2. 99% - 90% -- 1 to 10 times tardy
3. 99% - 90% -- 1 to 10 times absent
4. 89% - 80% -- 11 to 20 times tardy
5. 89% - 80% -- 11 to 20 times absent
6. 79% - 70% -- 21 to 31 times tardy
7. 79% - 70% -- 21 to 31 times absent
8. Below 70% -- 32 times tardy or more
9. Below 70% -- 32 times absent or more

B. Educational attainment ……. ….. 10%

1. Holder of bachelor's degree (four-year regular college course) ... 10%

   For each year lacking to complete the course, deduct 2.5 points.

2. Holder of a college title, such as A.A., E.T.C., or its equivalent

   Course of two or three years ……..……. 5%

   For each year lacking to complete the course, deduct 2.5 points.

3. Graduate from high school ……..…… 4%

For each year lacking to complete the course, deduct 1.0 point. In evaluating this factor, only the highest educational attainment shall be considered.

However, officials and employees who are high school graduates or under graduates only but have held such positions for a number of years, shall be given the corresponding college work equivalence in accordance with the following schedules:

1. For 20 years of service or more of college or bachelor's degree **-- 4 years**
2. For 15 years to 19 years of service of college work **-- 4 years**
3. For 10 to 14 years of service of college Work **-- 2 years**
4. For 5 to 9 years of service of college Work **-- 1 year**

C. Master's degree and/or attendance in seminars ……..…. 5%

II. Civil Service Eligibility ……. ….. 10%

1. First Grade Civil Service Examination (Regular promotional) or its equivalent passed ……. 10%
2. Second Grade Civil Service Examination (Regular promotion) or its equivalent pass …….……. ….. 6%
3. Third Grade Civil Service Examination (Regular promotional) or its equivalent passed ……..…. 4%

III. Seniority ……... 5%

Length of service in Mindanao state university …… 5%
(One point for every year of service at MSU
with maximum of 5 points).

T O T A L ……. 100%

SCHEME: As proposed, all administrative personnel shall be entitled to promotion according to the following:

Steps	Points
5 steps	96-100
3 steps	86-95
2 steps	75-85

Art. 199. Whenever there are two or more persons who are next in rank, preference shall be given to the official or employee who _____ competent and qualified and who has the appropriate Civil Service _____ Provided, That when their comparative degree of com-_____ are equal, preference shall be given to the _____ employee in the organizational unit where the vacancy _____ Futher, That when all foregoing conditions have beer _____ and the officials or employee next in rank are still _____, preference shall be given to seniority.

Art 200. A qualified next-in-rank employee shall have the right to appeal initially to the appointing authority and, if he is not satisfied, to the Board of Regents, and, finally to the Commission pf Civil Service for any appointment made: (1) in favor of another next-in-rank employee who is not qualified; (2) in favor of one who is not next-in -rank; (3) in favor of one who is appointed by transfer and not next-in-rank , or by reinstatement, or by original appointment, if the employee making the appeal is not satisfied with the written special reason or reasons given by the appointing authority for such appointment; For the purpose of this Article, "qualified next-in-rank" refers to an employee appointed on permanent basis to a position previously determined to be next-in-rank to the vacancy proposed to be filled and who meets the requisites for appointment there to, as previously determined by the appointing authority and approved by the Commissions.

CHAPTER 11

PHYSICAL EXAMINATION

Art. 201. No person shall be appointed in the administrative and academic staff unless the Director of MSU Medical Services or Hospital or his assistant, shall certify that the nominee is physically fit to assume the position.

Art. 202. There shall be conducted an annual physical examination of the members of the faculty, officials and employees of the University under the direction of the Director of the MSU Medical Service or Hospitals.

CHAPTER 12

WORKING HOURS

Section 1. General Provisions

Art. 203. Full-time members of the faculty and employees of the University shall be on duty on a minimum of forty (40) hours during each week in accordance with a time schedule to be approved by the President except in cases of the Security Department, Fire Department, Department of Medical Services or Hospital, Food Service Unit and Communication System Section, where the time required shall be in accordance with the exigencies of service.

Art. 204. When the interest of the University service no requires the proper authorities may extend the daily hours of work for any or all of the employee under him and may likewise require any or all of them to do overtime work not only on workdays but also on holidays.

Section 2. Service Report

Art. 205. Members of the faculty shall accomplish a certificate of service which shall submitted to the Director at the end of every month (Underline added), but then where salaries are paid by the hours shall accomplish the daily time record.

Art. 206. All members of the Administrative staff shall record their time of service by the daily time record. The recording of the time of service is personal to the employee and cannot be delegated to another. Any violation of this requirement will be dealt with according to existing law, rules and regulations on the matter.

Art. 207. The following are exempted from accomplishing service report:

1. President
2. Vice President and Assistant Vice President
3. University Secretary/Secretary of the Board
4. Director on Administrative Services
5. Finance Director
6. University Registrar
7. Directors of Departments
8. Deans and Directors of colleges and schools, Assistant Deans and Secretaries of the colleges; and
9. Heads of Department of offices and others of similar category.

Provided, that if one is an Officer-in-Charge for a period of at least one month he shall be entitled to this privilege.

Section 3. Consultation Hours

Art. 208. Each member of the faculty shall be available for consultation for at least ten (10) hours a week during regular office hours. The faculty member shall determine his consultation hours a t the beginning of every semester or term subject to the approval of the Dean/Director. The

time and day of consultation, as approved, shall be posted in a conspicuous place for information and guidance of the students.

CHAPTER 13

LEAVE PRIVILEGES

Section 1. General Provision

Art. 209. Leaves of absence in the University shall be classified as follows:

1. Teacher's Leave
2. Vacation/ Sick Leave
3. Maternity Leave
4. Military Service Leave
5. Sabbatical Leave

Section 2. Teacher's Leave

Art. 210. Teacher's leave shall be granted to full and part-time members of the faculty who do not normally perform administrative functions. It shall consist of vacation and sick leaves, neither of which shall be cumulative.

Art. 211. Teacher's vacation leave shall consist of two months for each academic year in addition to the usual Christmas vacation. Such vacation leave may be taken only during the regular vacation periods of the University Provided, that if the exigency of service so requires the faculty members may be called to duty within this period so as not to prejudice the operation of the University.

Art. 212. Notwithstanding the provisions of the preceding Articles, the President may detail such members of the faculty as he may consider necessary to teach during the summer session of the University, but such members detailed and who actually teach throughout the summer session shall be entitled to vacation throughout the next succeeding summer.

Art. 213. Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays, and Holidays, In any one academic year. Absence for more than five days at a time shall not be approved unless a doctor's certificate is submitted or unless the physical appearance of the faculty member clearly shoes that he has been sick or seriously indisposed.

Art. 214. She inter-semester period shall not be a vacation for the faculty member but shall be for purpose of giving them time to checks examination papers, prepare reports of student grade clear up all other pending academic and committee work and help in the registration for the following semester.

Section 3. Vacation/Sick Leave

Art. 215. Vacation/sick leave shall be granted to administrative personnel and to member of the faculty who regularly perform administrative functions. Administrative functions pertain to duties which are normally necessary in the management of the affairs of University and its units.

Art. 216. After at least six months of continuous faithful and satisfactory service, administrative personnel and faculty members performing regularly administrative functions shall be entitled to vacation and sick leave, both with full pay and exclusive of Saturdays, Sundays, and Holidays for each calendar year of service.

Art. 217. Vacation leave of 15 days and sick leave of 15 days may be granted to officials and employees of the University at such times during the calendar years as may be approved by the President. Vacation and sick leave shall be cumulative and any part thereof which may not be taken within the calendar year to which it is earned shall be carried over the succeeding years; and whenever any official or employee referred to herein shall voluntary resign or be separated from the university through no fault or his own, he shall be entitled to the commutation of all accumulated leaves to his credit: Provided, That the total accumulated leaves shall in no case exceed ten (10) months without prejudice to any existing law of Presidential Decree: Provided, further, That the President may, in his dis creation, authorize the computation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed official or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid; Provided, furthermore, That no person whose leave has been commuted following his separation from the University shall be reappointed or employed in the University before the expiration of the leave unless he first refunds the money value of the unexpired portion of the leave commuted.

Art. 218. Sick leave shall be granted only on account pf sickness on the part of the person concerned or any member of his immediate family.

Section 4. Maternity Leave

Art. 219. Maternity leaves shall be granted in accordance with existing laws, rules and regulations.

Section 5. Military Leave

Art. 220. Military service leave shall be granted to members of the faculty, officials and employee in accordance with the laws and regulations governing the same.

Art. 221. When personnel gees for voluntary training, with the Armed Forces of the Philippines, he shall be governed by laws, rules and regulations covering leaves and such in chargeable against the leave credit.

Art. 222. Sabbatical leave shall be enjoyed in accordance with the provisions of Article 174 and 175.

Section 6. Leave without Pay and Unexplained Absence

Art. 223. Leave of absence without pay, not to exceed one year, shall be granted for good cause as may be determined by the President and without prejudice to the operation of the University.

Art. 224. Any member of the faculty, official or employee of the University who shall incur an unexpected absence for more than fifteen (15) working days shall be subject to full investigation by the University and shall be mated the appropriate administrative action according to the circumstances surrounding the case.

CHAPTER 14

Art. 225. A detail is the movement of an employee from one office to anther in the University without the issuance of an appointment and shall be allowed only for a limited period in the case of employee occupying professional, technical and scientific positions. If the employee believes that there is no justification for the detail, he may appeal his case to the Board of regents. Pending appeal, the decision to detail the employee shall be executory unless ordered by the University President.

Art. 226. A member of the faculty A member of faculty or an administrative official may be assigned by the President upon approval by the Board of Regents on a special detail in any University in the Philippines or in any of its units and under conditions to be fixed for him in each case.

Art. 227. Persons gives such special detail shall submit a complete and detailed report of their work within 40 days after their return to duty.

Art. 228. Subject to the condition that resources and facilities of schools or colleges in the different campuses of the University – Marawi, Iligan, Sulu and others that may be organized in the future – shall not be impaired, the transfer or assignment of faculty and personnel from one campus to another may be authorized of Board, after mutually satisfactory arrangements could be made among the parties concerned and as the exigencies of the service should so require; Provided, That the transfer or assignment from one campus to another. Shall not be carry items from one unit to another.

Art. 229. Transfer within the University and from an outside government agency to the University shall be governed by the following rules:

1. Non-academic personnel on permanent status who transfer to the faculty shall be subject to the probation period prescribed in the University Coded:
2. Non-academic personnel on permanent status who transfer to the academic-non-teaching staff shall retain permanent status, Provided, that they may be required to pass additional tests of fitness:
3. Academic non-teaching personnel on permanent status who transfer to the faculty shall be subject to the probation period prescribed in the University Code:
4. Academic-non teaching personnel on permanent status who transfer to the non-academic staff shall be issued permanent appointments, Provided, that they possess the appropriate eligibility; otherwise, they shall be issued temporary appointments.

Art. 230. No detail or reassignment whatever shall be made within three (3) months before any election.

Art. 231. An employee may be reassignment from one organizational unit of the University to another; Provided, that such reassignment shall not involve a reduction in rank status or salary.

CHAPTER 15

STUDENT PRIVILEGES

Art. 232. Members of the faculty, officials and employees on regular plans till shall have the privilege of enrolling in the University for not more than six units a semester in courses beneficial to their regular work in the University, subject to the approval of the President or his representative. In the case of non-teaching personnel, the courses shall be taken after office hours.

Art. 233. Any one enjoying student privilege shall be charged an amount equivalent to 50% of the fees for the course in which he is enrolled rounded to the next higher five pesos (P5.00). permission to enroll in more than six units a semester may be granted depending in the individual merits of each case. The full rate of fee shall be applied to the units in excess.

CHAPTER 16

RESTRICTIONS

Any violation of this following previsions shall be subject to appropriate disciplinary action after due investigation.

Art. 234. To faculty member in the University shall inculcate sectarian tenets of any of his teaching nor attempt, either directly or indirectly, under penalty of dismissal by the Board of

Regents, to influence students or attendants at the University for or against any particular church or religious sect.

Art. 235. Without the written permission of the President, no member of the faculty, official or employee of the University shall publish or discuss publicity the proceedings of the Board of Regents or its decisions not yet released for publication.

Art. 236. The member of the faculty, official, or employee of the University shall, publish or discuss publicly any information net released for publication concerning a particular college or school without the written permission of the President.

Art. 237. The member of the faculty, official or employee shall publish or discuss publicly charges or complaints against any other member of the faculty official or employee concerning the latter's official duties or private life or conduct. Any such complaint or charge shall have addressed first to the proper authorities of the University. For action.

Art. 238. No publication about particular college or schools shall made without clearance from the Dean or Director. Authors of articles appearing in the University publications shall be severally responsible for the opinions expressed therein.

Art. 239. Without permission from the President, no member of the faculty, official or employee of the University shall practice any profession or mange personally any private enterprises which in any way may be affected by the functions of his offices; nor shall be directly financially interested in any contract with the University. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service.

Art. 240. No dean of a college or director of a school in the University shall accept other assignments involving administrative duties and responsibilities in other units of the University unless expressly authorized by the Board of Regents.

Art. 241. Permission from the President to engage in private practice of the profession of faculty members may be granted if such private practice may enhance their usefulness to the University or improve their efficiency.

Art. 242. The privilege of private practice, when granted, shall be for a definite period of one year, renewable at the discretion of the President for another one-year period, and under such conditions as may be prescribed by him regarding the nature of the work, the time of performance and other circumstances.

Art. 243. No member of the faculty on full-time basis may engage in teaching outside Mindanao State University unless so authorized under a faculty exchange agreement duty entered into with another educational institution.

Art. 244. No member of the faculty shall have dealings with any students involving money, property or other valuable considerations which might have an influence on the scholastic standing of such student in the University.

Art. 245. No member of the faculty shall be permitted to give private lessons to any student enrolled in his college or school and to accept payment therefrom without the previous of the President.

Art. 246. No book, outline, compilation or syllabus, whether printed or duplicated, shall be used as a basic or required textbook in any class unless, approved by the Textbook Committee in accordance with the rules prescribed by the President.

Art. 247. Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National Research Council and similar institutions of the government may use official time in attending meetings, conference, and other gatherings of similar nature in such institutions.

Art. 248. Members of the faculty of the University shall be permitted be accept invitations to speak at graduation exercise of other schools or colleges; Provided, that no expenses shall be incurred by the University except official time.

Art. 249. No member of the faculty shall enroll as a student in the University or in an outside institution without the permission of his Dean or Director. Permission may be granted only when, considering the teaching Board of the faculty member, the nature and scope of the course he intends to take and the time the course requires such study will not impair his efficiency as a member of the faculty.

Art 250. No member of the faculty may invite any person who is not officially connected with the University to give a lecture or talk on any subject before his class or any group of the students without permission from the Dean/Director. Violation of this rule shall subject the faculty member concerned to disciplinary action.

Art. 251. Before a member of the faculty can undertake any research work under the auspices of an organization outside Mindanao State University, he shall obtain the consent of the appropriate department chairman, Dean or Director, and in the publication of such research, Mindanao State University shall be credited, side by side with the outside organization.

CHAPTER 17

SUBMISSION AND REMOVAL

Art. 252. No member of the faculty, official or employee, shall be suspended or removed from his position except for cause, after an investigation and hearing in accordance with the procedure hereinafter provided shall have been conducted.

Art. 253. Notwithstanding the provisions of the next regarding Article, the President may suspend any member of the teaching staff, official or employee during the pendency of the administrative charges against him.

Art. 254. The following shall be adopted in the conduct of any complaint or administrative against any faculty, official or employee of the University:

1. Administrative proceedings may be commenced against subordinate official or employee in the University by the head of Government or office of equivalent rank, upon sworn, written complaint any other person.
2. In the case of complaint files for misconduct or mis_____ nor, the President, if he chooses, shall forward the complaint to the University Legal Services Division or to a committee he may counts for the purposes, who shall in turn direct the complainant to submit sworn statements covering his testimony and these of his witness together with his documentary evidence. If on the basis of such papers a prima facto case is found to exist, he shall notify the respondents in writing; of the charges against the latter, to which shall be attached copies of the complaint, aware statements and other documents submitted, and the respondent shall be allowed no less than seventy-two hours after receipt of the complaint to answer the charges in writing under oath, together with supporting sworn statements and documents, in which he shall indicate whether or not he elects a formal investigation if his answer is not considered satisfactory. If the answer is found satisfactory, the President shall dismiss the case.
3. Although a respondent does not request a formal investigation, one shall nevertheless be conduction when from the allegations of the complainant and the answer of the respondent, including the supporting documents, the merits of the case cannot be decided judiciously without conducting such an investigation.
4. The investigation shall be held not earlier than five days nor later than ten days from the date of receipt of respondents answer by the investigator or investigating committee, and shall be finished within thirty days from the filing of the charges, unless the period is extended by the University President is special cases. The decision shall be rendered by the President within thirty days from termination of the investigation or submission of the report of the investigator which report shall be submitted within fifteen days from the conclusion of the investigation.
5. The direct evidence for the complainant and the respondent shall consist of the sworn statements and documents submitted in support of the complaint or answer as the case may be, without prejudice to the presentation of additional evidence deemed necessary but was unavailable at the time of the filling of the complaint or answer, respectively, shall base. Following cross-examination, there may be redirect and recross-examinations.

6. Either party may avail himself of the services of Counsel and may require the attendance of witnesses and the production of documentary evidence in his favor.
7. Upon completion of the hearing, the President shall mete out the penalty or punishment or absolve the respondent from the charges, as the case may be, based upon the facts of the case and the law, rules or regulations on the matter; Provided However, that where decision is dismissal same shall be subject to confirmation of the Board.
8. That may party not satisfied with the decision of the President may appeal the case to the Board of Regents within thirty days from receipt of the decision.

Art.255. In the conduct of the investigation, the investigator or Investigating Committee shall apply administrative rules and regulations or the law of administrative procedure avoiding unreasonable delay but giving the guarantee that party litigants be given their "day in court" in accordance with the requirements of the "due process of law".

Art. 256. No formal investigation is necessary and the respondent may be immediately removed or dismissed if any of the following circumstances is present:

a. When the charge is serious and the evidence of guilt is strong.
b. When the respondent is a recidivist or has been repeatedly charged and there is reasonable ground to believe that he is guilty of the present charge.
c. When the respondent is notoriously undesirable.

Resort to summary proceedings by the President shall be done with utmost objectivity and impartially to the end that no injustice is committed; Provided, that removal or dismissal may be appealed to the Board of Regents within thirty days from receipt of the decisions.

Art. 257. The President may be preventively suspending any subordinate official or employee under his authority pending an investigation, if the charge against such official or employee involves dishonestly, oppression or gravo misconduct or negligence in the performance of duty or if there are reasons to believe that the respondents is guilty of charges which would warrant his removal from the service.

Art. 258. When the administration case against the official or employee under preventive suspension is not finally decided by the President within the period of ninety days after the date of respondent, he shall be automatically reinstated in the service; Provided, that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of delay shall not be control in computing the period of the suspension herein provided.

CHAPTER 18

INSURANCE

Art. 259. The University participates in the Government Service Insurance System.

Art. 260. A faculty, official or employee who has the necessary technical, academic and moral qualification but is unable to pass the medical examination for government insurance shall nevertheless be considered permanent for all other purposes except membership in the insurance and retirement funds plan administered by the Government Service Insurance System.

Art 261. In case of leave of absence without pay of members of the faculty and other personnel of the University, the University shall pay the government share in the life insurance premiums corresponding to the first year of the leave. Thereafter, the person concerned, excepting in meritorious cases, shall pay both the personal and government shares.

Art. 262. The University President is authorized to negotiate insurance coverage, including life and accident insurance, for members of the Board of Regents and the staff thereof, Dean of Colleges, Directors and Heads of Offices of Mindanao State University, who are frequently in the performance of the official functions, the premium to be paid for which shall subject to the availability of funds; Provided; That the President shall inform the Board of Regents of the steps taken in implementing this article.

Art. 263. In order to help the students who may be involved in accidents while enrolled at MSU, every student shall be covered by an accident insurance of TWO THOUSAND (P2,000.00) PESOS for every academic year subject to the conditions as may be set later on by the President and approved by the President and approved by the Board of Regents and subject likewise to availability of funds.

CHAPTER 19

DIPLOMA OF MERIT

Art. 264. A “Diploma of Merit” shall be presented to members of the faculty and the administration staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to the University upon their voluntary resignation or their retirement from the service after at least 20 years. The diploma shall be issued and signed by the President and the Secretary of the University on the date following the last day of active service.

CHAPTER 20

ORGANIZATIONS AND ASSOCIATIONS

Art. 265. An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval a copy of its constitution and by-laws and

shall be subject to such other conditions no may be prescribed by the President and approved by the Board of Regents.

CHAPTER 21

COURSING OF COMMUNICATIONS

Art. 266. All official communications to higher authority shall be coursed through proper channels.

TITLE FOUR

BUSINESS AND FINANCIAL ADMINISTRATION

CHAPTER 22

ADMINISTRATION OF UNIVERSITY PROPERTY

Section 1. Names of Buildings and Structures

Art. 267. University buildings, structures, streets and other places shall have such names as may be given them by the Board of Regents on the recommendation of the President.

Section 2. Supervision of Building and Structures

Art. 268. The University grounds and buildings located in Marawi City shall be under the immediate supervision of the Vice President for Administration and Finance. He shall be responsible for their proper care and repair. He shall supervise the employees and laborers under the general administration who are specifically assigned for the upkeep and maintenance of grounds and buildings, with the exception of those who may be otherwise assigned to other officials of the University.

Section 3. Custodianship of Buildings

Art. 269. The custodianship of University buildings shall be lodged in the Vice-President for Administration and Finance.

Art. 270. The duties of the custodian shall be those that are provided for in the rules and regulations of the University.

Section 4. Use of Buildings and Premises

Art. 271. The University Registrars shall have the power to create classroom spaces I the buildings on the main campus in Marawi City.

Art. 272. Unless otherwise provide, only recognized university and college or school organizations may have the privilege of using a building or a portion of building or any other property belonging to the University. University, college or school organizations are those whose members are drawn from the students, alumni employees or faculty of the University, in accordance with the rules promulgated by the President.

Art. 273. The use of buildings and premises by individuals or by outside organizations shall be in accordance with the rules promulgated by the President.

Section 5. Property Responsibility

Art. 274. College properties (equipment, supplies, etc.) shall be under the immediate custody and responsibility of the respective deans or directors, who shall each designate an employee to take charge of properties issued to the development or division; Provided, however That at the

Request of any college and with the approval of the President or his duty authorized representative, property responsibility shall be assumed by department chairman or heads of offices for property in their respective departments or offices. Each administrative official having property responsibility shall be bonded.

Art. 275. No one shall take from the buildings or grounds any University property for private or public use without the approval of the President or the Vice-President on Administration and Finance or his authorized representative.

Section 6. Use and Operation of Motor Vehicle

Art. 276. All motor vehicles, owned and operated by the University except those authorized for exclusive use of the President and other officials approved by the President shall be constituted into a motor pool under the direct supervision and control of the Vice-President for Administration and Finance or his duly authorized representative.

Art. 277. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University and provisions of laws and decrees and auditing rules.

Section 7. Solicitation

Art. 278. no solicitation for funds, canvassing of the sale of merchandise, subscriptions or securities, insurance, publications, sale of tickets and any other promotional or charity schemes shall be conducted in the University buildings or grounds without the previous approval in writing of the President or his duly authorized representative.

Art. 279. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or like shall not be posted or placed in any of the buildings and grounds of the University without the written permission of the President or his duly authorized representative in the case of the Marawi City Campus and the Dean or Director in the case of the other campuses.

CHAPTER 23

SALE AND DISPOSAL OF UNIVERSITY PROPERTY

Art. 280. The sale or disposition of University property which is obsolete, forfeited, abandoned, not serviceable or surplus to the needs of the University, shall be made by the Supply and Management Division on under the supervision of the Commission on Audit with the approval of the Board of Regents and the collection of the proceeds shall be handled in the authorized manner. This provision does not apply to those units producing materials, the sale of which is a regular part of the activities of such units.

Art. 281. In the disposition of the property mentioned in the next proceeding Article, the provision of Section 527 of the National Accounting and Auditing Manual must be complied with.

Art. 282. All exchanges for college publications shall be turned over to their respective libraries. In case of exchanges for publications of the University proper, they shall be turned over to the University Library.

CHAPTER 24

PURCHASE AND REQUISITIONS

Art. 283. All purchases and requisitions shall be made in accordance with provisions of law, this code and other pertinent regulations of the University.

Art. 284. All requisitions shall be submitted to the Office of the Vice President for Administration and Finance by the Dean or Director of College or school or the head of an independent unit. The finance Director and the Chief. Accountant shall determine whether or not an appropriate is available to fill the requisition. No requisition shall be honored exceeding the amount appropriated for the office submitting the requisition.

CHAPTER 25

BIDS FOR UNIVERSITY PROJECTS

Art. 285. Bids for University projects shall follow the pertinent laws and regulations for the purpose.

CHAPTER 26

UNIVERSITY BUDGET

Art. 286. The annual budget of the University shall be prepared in accordance with rules approved by the President of the University and such regulations as may be prescribed by the Budget Commission.

Art. 287. Pending the approval of the annual budget for the ensuing year, the University shall operate from the beginning of the calendar year, using as basis the budget for the beginning of the calendar year subject to such restrictions or limitations as may be imposed by the Budget Commission.

Art. 288. As a matter of policy, no transfer of funds shall be authorized except in cases of real necessity; however, in emergency case, the President may approve the shifting of funds to any item to the extent of not exceeding ten per column of the amount appropriate for such item; Provided, That such shifting of funds may be covered by the same calendar year; Provided, further, that such transfer of funds shall be done with previous consultation with the heads of units affected and any such authority shall be reported for confirmation at the next meeting of the Board of Regents.

Art. 289. No appropriation for labor, except student labor, in any office or unit of the University shall be spent for clerical or instructional assistance or for permanent improvement.

Art. 290. The President shall be authorized in is discretion to order the closing of accounts of finished and dormant projects and of recommend the reversion of any balance remaining to the original funds from which they were drawn or to the general unassigned funds of the University.

CHAPTER 27

ACCOUNTING AND AUDITING

Art. 291. All accounts and expenses of Mindanao State University shall be audited by the Chairman of the Commission on Audit or his duly authorized representative and all disbursements shall be made in accordance with specific rules and regulations prescribed by him.

Art. 292. All vouchers and warrants shall be submitted for approval to the office of the Vice President for Administration and Finance.

CHAPTER 28

TRAVELING EXPENSES

Art. 293. The President may, at his discretion, authorized any college or school of the university to spend from its appropriate for "Traveling Expenses Personnel" such amount as may be necessary for travel with in the country for purposes of research, observation or study.

Art. 294. Any member of the faculty or administrative staff who is authorized to travel within the Philippines shall be entitled only to transportation expenses from his official station to his destination and back, per diems and a flat rate daily allowance and fees required in attendance to Seminars workshops and the like subject to the availability of funds. No other items of expenses are allowable.

CHAPTER 29

DONATIONS AND ENDOWMENTS

Art. 295. All donations to the University of funds, books or other personal property worth less than 15,000 shall be accepted by President in the name of Board of Regents, unless such acceptance involves came additional expenditures or onerous condition on the part of the University, in which case the donations shall be submitted to the Board for approval.

Art. 296. The heads of college and other units of the university shall have the authority to accept in the name of the University donations and endowments (including real estate), the value of which do not exceed 2500. In such case, copies of the acceptance shall be filed with the office of the President as soon as possible. However, in cases where the donor prefers acceptance by the President of the Board of Regents or where the donations is of special significance, the President or the Board shall make the acceptance.

TITLE ONE

ACADEMIC CALENDAR AND CLASSES

CHAPTER 30

CALENDAR

Art. 297. All academic affairs or activities of the University shall be reported to the University Registrar so that he may be to issue a calendar therefor.

Art 298. All academic affairs or activities of the University shall be reported to the University Registrar so that he may be able to issue a calendar therefor.

CHAPTER 31

SCHEDULE OF CLASSES

Art. 299. Schedule of classes shall be prepared and issued by the Registrar in consultation with the Vice President for Academic Affairs and Dead/ Director of Academic units.

CHAPTER 32

CLASS SIZE

Art. 300. The size of a class shall depend on the method of instruction adopted: lecture, lecture-discussions, seminar or tutorial.

Art. 301. A regular class size is 25-50, the average is 30 students. Unless otherwise authorized by the Vice President for Academic Affairs, the other class size shall be no follows: lecture, 30 is 400 or more, average 250; lecture discussions, 2,5 to 150, average 75; seminar, 8 to 20, average 12; tutorial, 1 to 7, average 4. The recitation method may be used is the first year and a portion of the second year in the College of Arts and Sciences, If the Dean so decides.

Art. 302. A laboratory class taught one instructor shall have 40 students, where there are two or more instructors, the laboratory class shall be proportionally enlarged so that when the total number of students is divided by the total number of instructors, the quotient shall be at least 40 or a major fraction thereof.

Art. 303. she preceding articles shall not apply to;

a. College schools and department with an attendance so small that students of the same course are not or need to divided into sections;

b. Classes with small attendance an account of major or specialization authorized by the curriculum force at the time the class is opened;

c. Instances whore limited space or equipment make holding of a large class impossible;

d. Graduate courses where class of at least five (5) students may not allowed if authorized by the Vice president for Academic Affairs;

e. Graduating classes of any size;

f. Frenchman English where a minimum of 25 students is authorized;

g. Certain courses is mathematics to be determined by the Dean or Director concerned, subjects to the approval of the Vice President for Academic Affairs;

h. Certain laboratory courses in the college of Engineering:

Art. 304. No classes shall be divided into section for either of the following reasons;

a. To the personal preferences of the individual instructors in regard to time and place; and

b. To enable to the instructors to comply with the regulations governing teaching load.

Art. 305. The Vice President for Academic Affairs and the Dean of Directors of academic units charged with the enforcement of these rules.

CHAPTER 33

DISMISSAL AND POSTPONEMENT OF CLASSES

Art. 306. Classes in college or school shall not be dismissed by the Dean or Director without authority from the President.

Art. 307. No Faculty member shall postpone the holding of his class to any officially schedule nor shall he meet his students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean or Director of Academic units concerned.

TITLE TWO
ADMISSION AND REGISTRATION

CHAPTER 34

ENTRANCE REQUIREMENTS AND ADMISSION

Art.308. The entrance requirements for each courses shall be as prescribed by the faculty of the college or school offering the course and approved by the university council and the Board of Regents.

Art. 309. Students seeking admission to the university must be graduates of four-year high school recognized by the Department of Education and Culture or must have completed an equivalent education calling for at least 16 units' credit subjects to the following rules and conditions;

1. The applicant must present for entrance the following:

English- 5 units; social science- 2 units; and Electives -5 1/2 units.

2. He should also pass the National College Entrance Examination given by the Department of Education and Culture.

And, in addition the students must meet one of the following requirements:

1. He must have obtained in all the academic subjects in which he was enrolled in the fourth year (high school) a general average which place him in the upper forty per cent (40%) of the graduating classes and has had no serious disciplinary came in the high school.

These conditions must be certified to by the Principal of the high school from he graduated.

2. A student who does not belong to the upper forty percent of the graduating classes as required a (No. 1) may be admitted to the University upon pausing the entrance examination conducted by the University for that purpose.
3. A student who does not meet any of the two foregoing requirements may be admitted on probation or condition that he enrolls in the remedial subject which may be determined by the Guidance Counsellor or Faculty Adviser.

Art. 310. The candidates for admission must present recommendation from the Principal or Guidance Counselor of the school from which he graduated, certifying to his curiousness of purpose, moral behavior, scholastic aptitude or promise of success in college.

Art. 311. The students who are diffident in any of the subjects required for admission or whose quality of performance in college is evidently below standards shall be required to make us for such deficiency.

Art. 312. Students seeking administration to the professional courses must meet the requirements presented by the individual college or school in the case of foreign students seeking admission to the university, they must be graduated of the secondary courses or its equivalent offered in their own country, Provided. That permission to study is granted by the Department of Education and Culture and Provided, Further, That the provision of the foregoing conditions is complied with if applicable.

CHAPTER 35

REGULAR AND SPECIAL FEES

Art. 313. The regular and special fees in colleges and schools shall be fixed by the Board of Regents, subjects to such exemption or reductions as may be provided in the scholarships grants and the like duly approved by the Board of Regents. The term matriculation or regular fees shall include tuition, laboratory, library, medical and other fees to be paid by students in connection with their enrollment in the University.

In the case of external units, a uniform fee shall be adopted subjects to confirmation by the Board of Regents.

CHAPTER 36

REGISTRATION

Art. 314. No students shall be registered in any subjects after 12 per count of regular class meetings have been held, unless the Dean, on the basis of his scholastic record, permits his registration: Provided, that if registration is made outside the regular registration period indicated in the University calendar students shall be subject to a fine for late registration; Provided Further, That special students may register at any time without the payment of the fine for late registration for particular subjects within a semester when permissible under the system of instruction adopted by the College or school.

CHAPTER 37

CROSS-REGISTRATION

Art. 315. No students shall to registered in any other college, school or department of this University without the permission of the Dean or Director of the College or school in which the students is primarily enrolled.

Art. 316. No students registered in any other institution shall be admitted to the University without a written permit from his Dean, Director or Registrar. The permit and the subjects that he is authorized to take the university.

Art. 317. The total number of units of credits for which a student may register in two or more colleges or school in the University shall not exceed the maximum allowed by the rules of academic load.

Art. 318. Mindanao State University shall give no credit for any courses taken by any of its students in any other university, college or school unless the taking of such course was expressly authorized by the President in consultation with the Vice President of Academic Affairs upon the recommendation if the Dean or Director concerned. The Authorization shall be in writing, to be recorded by the Dean or Director of academic unit and the University Registrar.

CHAPTER 38

CLASSIFICATION OF STUDENTS

Art. 319. Students are classified as follows:

1. A regular student is one who is registered for formal academic credits and who carries the full load called for in a given semester by the curriculum for which he is registered; Provided; that if a student has already finished some of the required subjects, the finished units shall be added to the units he is actually taking in the computation of his load for the purpose of determining his status. Provided, further, that in the computation of the load, the grades taken will not be included for computation of the grand of scholarship; Provided Finally, that if the advance units were taken from another university/ school/ college, the grades obtained after the accreditation shall not be used in the computation of the grand of scholarship;
2. An irregular student is one who registered for formal credits but who carries less than the full load called for in a given semester by the curriculum for which he is registered; and
3. A special auditing students is one who is not earning formal academic credits for his work.

Art. 320. A full time student is a student who is registered for formal academic credits and who carries at least 30% of the academic load prescribed in a given term of the curriculum in which he is registered.

Art. 321. A part time students is a student who is registered for formal academic credit but who carries less than 80% of the academic load prescribed in a given term of the curriculum in which he is registered.

Art. 322. A freshman in a student who has finished not more than 25% of the total number of units required in his entire course.

Art. 323. A sophomore is a student who has finished at least 26% but not more than 50% of the total number of units required in his entire course.

Art. 324. A junior is a student who has finished at least 51% but not more than 75% of the total number of units required in his entire course.

Art. 325. A senior is a student who as finished at least 76% of the total a number of units required in his entire course.

Art. 326. In Engineering courses and other five year courses students shall be classified a similar basic spread over five years;

Provided, that the students who have finished at least 41% but not more than 60% of the total number of units required in the entire course shall be considered junior and those who have finished at least 61% shall be classified as seniors

CHAPTER 39

ACADEMIC LOAD

Art. 327. one university unit of credit is at least 16 full hours of instruction in the form of lecture, discussion, seminar, tutorial or recitation or in any combination of these form within a semester.

Art. 328. No undergraduate students shall be allowed to take in one semester more than 12 non-laboratory units or 20 units including more than 18 units, Provided, however, that students with an average of "1.5" or better in the previous regular term may be permitted by the Dean or Director of academic unit to carry not more than 21 non laboratory units or 28 units including laboratory work and Provided, further , that this rule shall not effect alter any existing course duly approved by the University Council and the Board of Regents in which the normal load. Per term is more than 18 units.

Art. 329. In the third summer term, the normal load shall be six (6) units but in justifiable cases, the Dean may allow the students to take nine units.

Art. 330. A graduating students (one who needs only 42 units to satisfy the requirements of his course) may be permitted 21 non laboratory units or 23 units with laboratory work in either regular term f his last year; Provided, that his average grade during the previous regular terms is "2" or better; and Provided, further, that his maximum 1 during the the third term shall not be more than 9 units.

Art. 331. On the graduate level, full time students are allowed the normal of 12 units or a maximum load of 14 units. In the summer or third term, the normal load is 6 units.

Art. 332. The Dean or Director of the academic unit is empowered to limit the academic load of students who are employed, whether full time or part time, outside of the University, Provided, that no graduate students who is employed on a full time basic shall be allowed an academic 1 and more than 10 units, whether in formal courses or in thesis, in any connector unless he has the prior approval of the Dean of the graduate units to which he belongs.

CHAPTER 40

ATTENDANCE

Art. 333. The rules of attendance here in laid down shall be followed in all school and colleges and in all other units including the Department of Military Science and Tactics and Physical Education; Provided, however, that is the graduate outside and honor courses, the Dean concerned may modify the which the approval of the Vice President for Academic Affairs.

Art. 334. Excused for absences shall be made in accordance with the rules and regulations of the University.

Art. 335. Any students who for unavoidable cause is obliged to absent himself from class must obtain an excuse slip from his Dean to be presented to the instructors concerned not later than the second session of the class after the late of the students return. A certificate of illness must be government physician. An illness causing absence from class shall be reported by the sick students concerned to the University Infirmary within three days after his absence.

Art. 336. Excuse are for time missed only. All works covered by the class during the absence shall made up to the satisfaction of the instructor within a reasonable time.

Art. 337. Whenever a student has been absent from his class for two consecutive class meetings, a report thereof should be by the faculty member concerned to the Director of Student Affairs through his Dean. The University Registrar shall call the student and notify his parents or guardian immediately.

Art. 338. When the number of hours lost by absence of a student in one term reaches 20 per cent of the required number of hours of recitation, lectures, laboratory or any other schedule work in one subject for that term, all of which are unexcused, he shall be dropped from the class roll.

If the major of the absences are excuse, the student shall not be given a grade of 5 but if the majority of absences are not excused then he will be given a grade of 5. If the unexcused absence of a student reaches 20% then he shall be dropped from the roll.

Time lost by the late enrolment shall be considered as time lost by absence. Provide, that a faculty shall require a longer attendance requirement to meet their special needs.

CHAPTER 41

REFUND OF FEES

Art. 399. Students who have paid their matriculation fees and who are granted honorable dismissal or leave absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Within one week: from the opening of the classes … 80 per cent

Within the second, third and fourth weeks

from the opening of classes ……..…. 50 per cent

After the fourth week ……. No refund

Provided, That in the case of the students who withdraw before the opening of classes or those who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration.

Art. 340. Laboratory fees will not be refunded after one week from the opening of classes where voluntary charge in made from one course to another.

Art. 341. Any student who is drafted for the trainee instruction in accordance with the National Defense Act, by reason of his ineligibility to be a regular member of the ROTC of the University, may be refunded the proportional part of the total amount he paid for his matriculation fees for the term during which he is drafted.

Art. 342. A student may, with the consent of his instructor and Dean, drop a subject by filling out the prescribed form. If the dropping takes place after three fourths of the hours prescribed for the course has elapsed, the instructor concerned shall be requested to state whether or not the student shall be given a grade of “5” for the course.

Art. 343. School privileges of any student who drops all courses without the approval of his Dean or Director shall be curtailed.

Art. 344. Any college or school may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of releasing the proceeding regulations.

CHAPTER 42

CHAMGING OF CLASSES

Art. 345. All transfer to other classes shall be made only for valid reason. No change of matriculation involving the taking of anew subject shall be allowed after 12 per cent of regular class meting have been hold. Changes in matriculation and must be recommended by the adviser and approved by the Dean or Director of academic units. The form, after being duly accomplished, shall be submitted to the Registrar for assessment and notation and upon the payment of certain fees for every change of subject.

CHAPTER 43

SUBSTITUTION

Art. 346. Every substitution of subjects must be based on at least one of the following:

a. When a student is pursuing a curriculum that has been superseded by new one and the substitution tends to bring the old curriculum in line with the new one.
b. Conflict of hours between a required subject and another required subject: or
c. When the required subject is not offered.

Art. 347. Every petition for substitution:

a. Must involve subjects within the same department if possible;
   If not, the two subjects concerned must be allied to each other;
b. Must be between subjects carrying the same number of units; and
c. Must be recommended by the adviser and by the heads of departments concerned.

Art. 348. All petition for substitution must be submitted to the office of the dean or Director concerned before 12 per cent of regular class meetings have been held during the term. Any petition submitted thereafter shall be considered for the following semester.

Art. 349. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of “5” except when in the opinion of the

department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

Art. 350. All applications for substitution shall be acted upon by the dean or Director concerned. In the case the action of the Dean or Director is adverse to the recommendation of the adviser and the Head of the Department concerned, the whose decision shall be final.

CHAPTER 44

TRANSFER STUDENTS

ADMISSION OF TRANSFER STUDENTS

Art. 351. Any student transferring any college or university in the Philippine shall submit his transcript of records at least one-month prior to registration and may be admitted to the University on probationary basis units such time as he shall have validated or repeated all the subjects taken outside the University which are required for his course subject to the following conditions:

1. He may not be allowed to enroll in a subject or subjects the prerequisites of which, taken elsewhere, have not yet been validated or repeated in the University.
2. Courses being offered for advanced credits must be validated at the rate of 18 units a term within a period not exceeding four terms from the date of is admission.
3. Failure to comply with this requirement will mean the cancellation of his registration privileges.

Provided, however, That validation may be waived in certain subject when in the judgement of the department concerned the quality of performance in the higher or reacted course in which he is registered in the University that he can carry on satisfactorily the academic requirements of the University. Period, moreover, That request for waiver or validation must be initiated by the student concerned within a period not exceeding four terms from the date of his admission. Provided, finally, That such request must be favorable recommended by the department head concerned and approved by the dean or Director of the College.

Art. 352. The University shall give no credit for any course taken by any of its students in any other university, college or a school unless the taking of such course was expressly authorized by the President upon the recommendation of the Vice President for Academic Affairs. The authorization shall be in writing to be recorded by the Registrar and shall specially describe the subjects authorized and the name of the university or college in which said subjects shall be taken.

CHAPTER 45

ADVANCED CREDITS

Art. 353. A student who is duly matriculated or whose application for admission has already been approved may apply for advance credit for works done in another institution of collegiate standing upon: (1) presentation of credentials showing that he has attended and passed in said institution course fully equivalent to those given in Mindanao State University for which advanced credits is sought, and (2) passing the validating tests given for the purposed by the departments concerned.

Art. 354. Application for advanced credit shall be made on the prescribed form to the Dean or Director of the academic unit who shall recommend such application to the Vice President for Academic Affairs. If the Dean is satisfied that the application is in order, he shall cause the proper department head or division chairman to conduct the validating tests or determine the possibility of having the test waived. The regular period for holding those validating tests shall begin one week prior to the first day of registration at the opening of each term and shall end one week after the last day of registration. There shall be no payment for validating tests taken during this period. A validating test may be held outside of this period with the consent of the department head or division chairman and the approval of the Dean upon payment of the prescribed fee per subject.

Art.355. course taken by transfer student in government colleges and universities or in institutions accredited by the Catholic Education Association of Christian Colleges and Universities may be validated and accredited by Mindanao State University.

Art. 356. The grant of advanced credits for courses which are offered in other institutions but which have no equivalent in this University shall be left to the discretion of the faculty of the unit concerned.

Art. 357. Advanced standing may also be granted by the Dean or Director of the academic unit upon approval of the Vice President for Academic Affairs to students graduated from an institution recognized. Advanced credit for work constituting only part of courses recognized by the Government shall be awarded by the department or divisions concerned in accordance with the preceding Article.

Art. 358. Courses taken for one year and satisfactory completed in the United States and foreign school duly recognized and Philippine Military Training Schools on collegiate level shall be given general advanced credits equivalent to one year, or not more than 30 units of general credit in Mindanao state University, Provided, That course taken for less than a year in the United States and in Philippine Military Training Schools shall be given pro-rata advanced credit on the basis of the above-rule. The awarding of corresponding general advanced credit to individuals concerned on the basis of the above principle is a matter of administration left with the Office of the Dean or Director concerned.

Art. 359. For the purpose of the preceding rule, military service school are those operated by the armed Forces of the United Sates or of the Republic of the Philippines. For students enrolled

for the first time, credit for course taken in military service schools may be granted in course of the graduate level. In case of course above the bachelor level for which graduate credit is requested, credit may be granted upon the advise and recommendation of the department concerned, subject to the approval of the proper committee in the graduate college or school or school concerned and the Vice President for Academic affairs.

Art.365. each college or school may promulgate rules for the admission of transfer students and the granting of advanced credits provided they are not inconsistent with the general rules set by the University.

TITLE THREE

EXAMINATIONS AND CRIDETS

CHAPTER 46

INTERACTION PERIOD

Art. 361. A division or department chairman, with the approval of the Dean or Director, may authorize any member of his unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review; Provided, That in case of colleges and schools having no divisions or departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; Provided, further, That faculty members who have been authorized to suspend their classes shall keep regular hours for consultation work.

CHAPTER 47

EXAMINATIONS

Art. 362. The maximum period for each final examination shall be four hours.

CHAPTER 48

GRADING SYSTEM

Art. 363. The work of students shall be graded at the end of each term in accordance with following system:

1	-	Excellent
1.25	-	
1.50	-	Very Good
1.75	-	Good
2.00	-	
2.25	-	
2.50	-	Satisfactory
2.75	-	
3.00	-	Passing
4	-	Conditional Failure
5	-	Failure
INC	-	Incomplete
W	-	Waived
P	-	Passing

R - Repeat

A grade of "4" means conditional failure. It may be removed by repetition of the course or by re-examination. If the student passes the re-examination, he is given a grade of "3"; if not, he is given a grade of "5'. Only one re-examination is allowed which must be taken within one academic year from date the grade of "4" has been received. If the conditioned grade is not removed within the prescribed time, it becomes a "5".

A mark of "Inc." shall be given to a student who fails to appear for final examination or comply with other prescribed requirement due to illness or other valid reasons. If in the opinion of the Dean or Director the absence from the examination is justified, the student may be given examination. In case the class standing is not passing and the student fails to take the final examinations for any reason, a grade of "5" is given. "Inc." is also given for work that is unfinished. The deficiency indicated by the grade of "Inc." must be removed within the prescribed time; otherwise, the grade becomes "5". The period for the removal of grades of "Incomplete", must not extend beyond one academic year from the time the grade was received. The one-year academic period allowed for the removal shall be interpreted as extending to the regular semestral removal period immediately following the one-year period. If a student passes an examination for the removal of an "Inc." he shall be given a final grade of "3" or better; if he fails, the final grade shall be "5".

Art. 364. If an instructor submits may grade between "4" and "5", it shall be regarded as "5".

Art. 365. Re-examination shall be permitted only for the purpose of removing grades "Inc.". a student is not allowed re-examination for the purpose of improving his grade.

Art. 366. A mark of "W" means final examination is waived on the date schedule and shall be taken later.

Art. 367. In remedial classes a non-credit course in Mathematics or English, "P" and "R" means "PASSING" and "REPEAT", respectively. If the student receives a grade of "2" or better in the corresponding remedial course, he shall automatically be given a credit of 3 units either in Mathematics 1 or English 1, as the case may be, and this grade shall be computed along with his other grades for scholarship and other purpose. Grades of "P" and "R" shall not be computed. However, if the performances of the student enrolled in a remedial course for the second time is "R", he shall be given a grade of "5" and this will be computed for scholarship and other purposes.

Art. 368. In the graduate courses the following system shall be adopted:

"1"	Excellent	-	Passing receives graduate credit
"2"	Above Average	-	Passing receives graduate Credit

"3" Average - Passing receives no graduate credit

"4" Failure -

In the diploma course, the following grading system shall be adopted:

"E" Excellent - Passing

"S" Satisfactory - Passing

"Inc." Incomplete - Failure until removed

"U" Unsatisfactory -

Art. 369. Every faculty member shall submit his report of grades as soon as possible after the final examinations at the end of each term. A period of five days is ordinarily allowed for each section for the grading of paper and the preparation of the report of grades. In case an instructor handles several sections and the interval between the examinations is less than five days, he shall submit the reports of grades for the various sections at the rate of one report at the end of every five-day period after each examination. Provided, That all reports of grades must be submitted not later than seven days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the President upon recommendation of the Vice President for Academic Affairs.

Art. 370. No instruction may be required to furnish grades in any one courses more often than twice a semester.

Art. 371. No faculty member shall change any after the report of records has been submitted with Secretary of the College and failed with the Registrar.

In exceptional cases, as where an error had been committed, the instructor may request authority from the Academic Planning Committee to make the necessary change. If the request is granted, a copy of the resolution of the Academic Planning Committee authorizing the change shall be forwarded to the Office of the Registrar for recording the filing.

Art. 372. Notwithstanding the forgoing provision and to avoid any injustice, the grade on final examination paper may be revised by a committee of the dean or director of the academic unit if it should clearly appear on the bases of the quality of the scholastic record of the student that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned, upon final review of the Academic Planning Committees. Should the change of the grade on said paper affect the final grade of the student, the college committee may request authority from the Academic Planning Committee to make the necessary change in the final grade. The request for reconsideration shall be made within thirty days after the receipt of the final grade by the student concerned.

Art. 373. No student of the University shall directly or indirectly ask any person to recommend him to his professor or instructor for any grade in his class record, examinations paper or final report of grades. Any student violating tis rule lose credit in the subject or subjects regarding which such recommendation is made. The fact that a student is thus recommended shall be prime facie evidence that the recommendation is made at the request of the student concerned.

CHAPTER 49
REMOVAL OF GRADES OF “INCOMPLETE”

Art. 374. Examination for the removal of grade of “Incomplete” may be takes without fees: (a) during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken; otherwise, said student is to be charged the prescribed fee; (b) during the removal examination period, viz., the period covering ten days preceding the registration in each semester; Provided, That the examination for particular subject is taken at the time that it is scheduled; and (c) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; Provided, further, That the examination is taken at the time and place it is schedule.

Art. 375. Removal examination may be taken at other times, subjects to the provisions of the next succeeding Article, on the recommendation of the Dean or Director and upon payment of the prescribed fee per subject.

Art. 376. In no case shall the period for the removal of grades pf "Incomplete" extend beyond one academic year from the date the grade was received; Provided, however, That this one-year academic period allowed for the removal shall be interpreted as extending to the regular semester removal period immediately following the one-year period, and Provided, further, That students on any University Scholarship/Grants shall remove "Inc." and "4" grades before the close of registration in the next succeeding term.

TITLE FOUR
RULES ON SCHOLASTIC STANDING

CHAPTER 50
UNIVERSITY SCHOLARSHIP GRANTS AND ITS GOVERNING RULES

Section 1. Full Scholarship

Art. 377. Full Scholarships are awarded to public or private high school graduates recommended by the high school screening committee from among the highest 5% of the graduating classes in the high school, who have passed the scholarship examinations conducted by Mindanao State University annually, with a general average which falls within the upper 50% of the total number of available scholarships as determined by the Board of Regents, and with passed the NCEE.

Art. 378. Full scholarships are also awarded to Valedictorians and Salutatorian in each of the general high school in the southern Sulu and Archipelago and southern Palawan without the scholarship examination mentioned above in the selection of candidates for the same scholarship in the University. Upon acceptance of the scholarship, the awardees will sign a contract to comply with rules and regulations of the University and to return to their respective communities and work with their people at least three years for every year of scholarship or a major fraction thereof.

Art. 379. The privileges of Full Scholarship shall be those as may be determined by the President and approved by the Board of Regent, Provided, That full scholarship may be granted to students who have passed the NCEE.

Section 2. Partial Scholarships

Art. 380. Partial Scholarships are awarded to public or private high school graduates recommended by the high school screening committee from among the highest 5% of the graduating classes, who have passed the scholarship examinations conducted annually by Mindanao State University with a general average which falls within the lower 50% of the total number of available scholarship as determined by the Board of Regents, and who passed the NCEE.

Art. 381. The privileges of Partial Scholarship shall be those as may be determined by the President and approved by the Board of Regents.

Section 3. Entrance Scholarships

Art. 382. Entrance Scholarships providing for free tuition fee are awarded to valedictorians, salutatorian and other graduates of public or recognized private high schools, in accordance with the following schedules:

a) Valedictorians and salutatorians of graduating classes of at least 30 graduates; and
b) Other honor graduates of a graduating class of more than 30 graduates on the basis of one next highest ranking graduate for every additional 50 graduates or a major fraction thereof.

Provided, That a certificate to this effect, signed by the principal or director of the high school from which the applicant has graduates must accompany each application for scholarship.

The above rule shall not apply to students enrolled in course which are technical or vocational or non-degree courses.

Section 4. Other Scholarship

Art. 383. Full Scholarships providing for all the privileges shall be granted to any student who is not a full scholar but who obtains at the end of the term an average grade of 1.5 or better in the subjects in which he is enrolled, provided that he has carried the full academic load required in his curriculum.

Art. 384. Partial Scholarships providing for all the privileges shall be granted to any student who is not a full or partial scholar and who obtains at the end of the term an average grade of 1.75 or better in the subjects in which he is enrolled, provided that he has carried full academic load required in his curriculum.

Art. 385. The University shall likewise grant free tuition fees to students who own musical instruments which they can use as members of the University Band, Provided, That said instruments are actually needed and used by the University Band.

Section 5. Special Students Grants

Art. 386. In order to encourage and assist talented Muslim youth and other cultural minority groups, a special Muslim Study Grant is awarded to qualified graduates of public and recognized private high schools in Mindanao, Sulu and Palawan. They will be selected from among the upper 25 per cent of the graduating classes in an annual competitive examination given for that purpose. This study grants provide privileges consisting of free tuition and other school fees including laboratory fees. Provided, That these study grants shall be distributed and granted to Muslim and other culture minorities who shall qualify in the examination on the basis of the following quota: Cotabato provinces, 40; Lanao provinces, 40; Sulu, 35; Zamboanga, 25; and other provinces, 50.

Section 6. Work-Safety Grants

Art. 387. Work-Study Grants are awarded to deserving students who took the regular competitive examination for scholarship conducted by the University annually but who have not been admitted either as full or partial scholars. This grant consists of free tuition and other school fees and free use of instructional materials, provided that said grantees engage in some work projects that will enable them to earn income for their board and lodging.

Art. 388. Scholarship under this program shall be awarded only to students who enroll in the College of Agriculture, Community Development, Fisheries and Forestry, which are related to the economic development of the MINSUPALA region under the rules and regulations prescribed by the University, Provided, That not more than fifty scholarships shall be allotted per college, per semester.

Section 7. Tuition Privileges.

Art. 389. The President is awarded to grant tuition privileges to students who pass a minimum of fifteen (15) units load during the preceding term, effective July 1, 1971.

Section 8. Grants to Educationally-Disadvantaged Students
(College Bound Project)

Art. 390. This program is for pre-college enrichment commonly known as College Bound Project which is intended to give high school graduation seeking admission in college a solid background in English, Science, Mathematics and Physics.

Art. 391. The College Bound Project is a program of Mindanao State University which shall enroll students in remedial compensatory classes in English, Science and Mathematics intended to upgrade the academic preparation of high school graduates in order to prepare them for college work.

Art. 392. In order for regularize the University's support to cultural disadvantaged students who are also participants of its College Bound Projects, the President is authorized to grant privileges to those who meet the following requirements: an average grade of 3.0 in a load of 15 units per term to member of the cultural minorities as follows:

1. Free tuition and other regular school fees;
2. Actual traveling expenses not to exceed P25.00;
3. Free lodging in the University dormitories whenever available;
4. A monthly allowance of P30.00; and
5. Free use of textbooks.

Art. 393. The College Bound grant may be extended from semester to semester provided the student passes at least 60% of his regular subject load; and provided further, that effective the second term of the succeeding school year, no student shall be given a College Bound grant unless he shall have obtained an average grade of 3.0 on load of 15 units per term.

Section 9. Foreign Scholarship

Art. 394. To promote better understanding and closer cultural relations among the countries in Southeast Asia, foreign scholarship programs for undergraduate studies giving emphasis to Association of Southeast Asia and Southeast Asia Treaty Organization Member Countries is

hereby instituted as part of the Scholarship Program of Mindanao State University with the following rules and regulations:

1. Selected of the foreign scholar shall be the sole responsibility of the country of origin under this Scholarship Program;
2. A medical certificate certifying to the physical fitness of the scholar to undertake his studies issued by a medical authority in the country of origin recognized by the Department of Foreign Affairs which shall be submitted upon enrolment in the University;
3. All commitments and communication relating to this Foreign Scholarship program shall be coursed and cleared through the Department of Foreign Affairs, Republic of the Philippines;
4. The Board of Regents of Mindanao State University shall determine annually the number of foreign scholars alloted for each country;
5. Said foreign scholars, accepted in Mindanao State University, shall have the following privileges:
    a) Exemption from the payment of tuition and miscellaneous fees;
    b) An annual allowance for board and lodging on the campus of Mindanao State University which equals the stipend given to Filipino scholars;
    c) Free textbooks the worth of which do not exceed P150.00 a year.
6. Mindanao State University shall not be responsible for the transportation of the foreign scholar from his country of origin to the Mindanao State University Campus and return, and such other expenses incident to the renewal or validation of visas and other travel papers;
7. The foreign scholar must be a graduate of a preparatory school in his country equivalent to the high school curriculum in the Philippines; and
8. The foreign scholar maintains his scholarship as long he also maintains all the academic requirements of the University until he graduates.

Provided, however, That this particular scholarship privilege and others elsewhere defined in this Code shall be subject to the availability of funds.

Section 10. Internal Regulations on Scholarship

Art. 395. Generally, in an academic year of three terms (including the third or summer term) the grades for the third term and the first term of the succeeding academic year computed at the end of the first term shall determine the scholarship for the second term while the average grade at the end of the second term shall determine the scholarship status for both the third term and the first term of the ensuing academic year, if the student enrolls in the third term; Provided, however, That the scholarship of freshmen students entering the University for the first time shall commence on the first term of the academic year. Old students on full scholarship shall be required to enroll in the third term and failure to do as except for reasonable cause as determined by the Office of

the Vice President for Academic Affairs in constitution with the Dean or Director of the Academic Units shall mean forfeiture of the scholarship.

Art. 396. Student on full scholarship must have an average grade of 2 or better to maintain their full scholarship and these on partial or entrance scholarship must have an average grade of 2.25 or better. Full scholars who receive a general average grade bellow 2 but not lower than 2.5 shall have their scholarship reduced to partial scholarship.

Art. 397. Depending upon the exigencies and needs of the university, students on any form of University scholarship may be required to render work to the University for free and exceeding 5 hours a week nor 100 hours a term as may be determined from time to time.

Section 11. Non-Eligibility of MSU Scholars/Grantees for Second Undergraduate Degree Privileges.

Art. 398. Any student who finished a bachelor's degree in the University under same scholarships and/or grants is no longer eligible to apply for scholarship/grants for another undergraduate degree.

Any paying student who has carried the full regular academic load required in his curriculum shall be qualified for a scholarship or grant in accordance with the academic rules and regulations on promotion to scholarship and/or grants: Provided, That the foregoing articles on scholarship grants shall not preclude the Board of regents, upon the recommendation of the university president, to provide other forms of scholarship to implement national policies.

CHAPTER 51

SCHOLATIC DELINQUENCY

ART. 399. The faculty of each college or school in curriculum with the Dean or Director of academic units and upon approval of the Vice president for Academic Affairs shall implement suitable and effective rules governing undergraduate delinquent students, subject to the following maintain standards:

a) Warning – Any student who obtains final grades at the end of the semester below "3" in 25 per cent to 49 per cent of the total number of academic units in which he is registered shall be warned through the Registrar, by the dean or Director to improve his work;
b) Probation – Any student who, at the end of the semester obtains final grades below "3" in 50 per cent 75 per cent of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall limited to the extent to be determined by Dean or Director; Provided, that this shall not apply to students who receive final grades in less than 6 academic units.

Probation may be removed: (a) by raising the number of units passed to over 50 per cent of the total number of units in which he has final grades by passing removal examinations, or waiver examinations, or by removing "Inc." grades before the close of the registration of the next succeeding term, or (b) passing in more than 100 per cent of the units in which he has final grades in the succeeding term.

c) Dismissal - Any student who, at the end of the semester obtains final grades below "3" in at least 76 per cent of the total number of academic units in which he receives final grades shall be dropped from the rolls of his college or school; Provided, That this shall not apply to students who receive final grades in less than 9 academic units.

Art. 400. In accordance with the proceeding article, any student who again falls in 50 per cent or more of the total number of units in which he receives final grades shall be dropped from the rolls of his college or school subject to the provisions of the following article.

Art. 401. A student dismissed under the preceding articles who has grades of "4", "Inc." or "W" may take removal examinations or waiver examinations or may complete his grades before the close of the next registration period. If after taking the examination, the units in which his grades are below "3" constitute less than 76 per cent or 50 per cent (see A & B above) of the academic units in which he has final grades, his dismissed shall be lifted. If he fails to take the removal examinations before the close of the next following term, his dismissal shall be final, and he can no longer take removal examinations.

The phrases "next registration period" in the above rule refers to the period following his suspension.

Art. 402. Any student dropped from one college or school shall of the University Committee on Scholarship and Delinquency which may be created for said purpose, be allowed by the President to enroll in another college, school, or department where his natural aptitude may be developed.

Art. 403. Permanent Disqualification. Any student who, at the end of the term, obtains final grades below "3" in 100 per cent of the academic units in which he is given final grades shall be permanently barred from readmission to any college or school of the University; Provided, That this shall not apply to students who receive final grades in less than 12 academic units.

Art. 404. Likewise, any student who has dropped in accordance with Articles 402 and 403 and again falls so that it becomes necessary again to drop him, shall not be eligible for readmission so any college or school of the University.

Art. 405. The scholarship rule regarding permanent disqualification in Article 403 does not apply to cases where, on the recommendation of the instructor concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subject and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-terms and the

student's class standing in poor, his grades of "5" shall be counted against him for the purpose of this scholarship rule. The Committee on Scholarship and Delinquency shall deal with these cases on their individual merits and shall recommend to the President that the student be dismissed and be allowed to transfer to another department or college, or be placed on probation; but in no case of readmission shall the action be lighter than probation.

Art. 406. For purpose of determining the scholastic standing of any student, the grades received during the third (Summer) term and the first term of the ensuing academic year shall be considered as having been received in one term so that the said standing shall be determined only after the first term and the second term during the academic year.

Art. 407. A grade of "Incomplete" is not be included in the computation. When it is replaced by a final grade the latter in to be included in the grades during the semester when the removal is made.

Art. 408. Required courses in which a student has failed shall take precedence over other courses in his succeeding enrolment.

Art. 409. In colleges or schools in which the weight of the courses are not expressed in term of units, the computation shall be based on their respective unit equivalents.

Art. 410. No readmission of dismissed or disqualified students shall be considered by the Deans and Directors without the approval of the Academic Planning Committee.

CHAPTER 52

HONORABLE DISMISSAL

Art. 411. A student in good standing who desires to severe his connection with his college shall present to the Dean or Director s written petition signed by his parent or guardian to this effect. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

Art. 412. Honorable dismissal is voluntary withdrawal from the University with the consent of the Dean or Director. All indebtedness to the University must be settled before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

Art. 413. A student who leaves the University for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of records or the certification of his academic status in the University, it shall contain a statement of the disciplinary action rendered against him.

CHAPTER 53

LEAVE OF ABSENCE

Art. 414. Prolonged leave of absence must be sought for by a written petition to the Dean or Director. The petition must state the reason for which the leave is desired and must specify the period of the leave which must not exceed one academic year.

For leave of absence availed of during the second half of the term or semester, the faculty member concerned shall he required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for leave of absence shall be approved without indicating the student's class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades.

Art. 415. If a student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his instructor may give him a grade of "5" if his class standing up to the time of his withdrawal was below "3".

Art. 416. No leave of absence shall be granted later than two weeks before the last day of classes during the term or semester. If the inability of the student to continue with his classes is due to illness or similar justifiable causes, his absence during this period shall be considered. In such a case, the student shall be required to apply for a leave and shall present the excuse slip to the faculty members concerned.

Art. 417. A student who withdraws from the college without formal leave of absence, shall have his registration privileges curtailed or entirely withdrawn.

Art. 418. Any student under scholarship and/or grants may apply for a sick leave of absence for a justifiable reason duly certified to and recommended by the Director on Medical Services of the University without forfeiting his scholarships and/or grants. Such privilege can only be granted for a total period of one academic year or equivalent for only two (2) sick leave of absence during the entire duration of the scholarships and/or grants. A third leave of absence automatically deprives the student from the enjoyment of the scholarships and/or grants.

TITLE FIVE

GRADUATION

CHAPTER 54

GRADUATION REQUIREMENTS

Art. 419. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Art. 420. During the first three (3) weeks after the opening of classes in each semester, each Dean or Director or his duty authorized representative, shall certify to the Registrar's list of candidates for graduation at the next commencement. The latter, in consuliation with the chairman of divisions or departments concerned, in the case of students majoring in their respective departments or divisions, shall then inquire into the academic record of each candidate with a view to ascertain whether any candidate in such a list has any deficiency to make up for and whether he has fulfilled all other requirements which qualifying him to be a candidate for graduation; Provided, however, That if there should be any question regarding a candidate, his name should not be deleted from the list of candidates for graduation, but footnotes to that effect should be given. Ten weeks before the end of a semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

Art. 421. All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Educations Military Science and Civic and Social Training in which the student is currently enrolled during that semester.

No student shall be considered for the award of a bachelor's degree in any of the colleges unless he shall have completed no less than 50% of the academic units required in his curriculum in Mindanao State University.

Art. 422. No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period act by the Registrar. Such student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his compilation of the requirements toward any title or degree.

Art. 423. No student shall be granted a baccalaureate degree unless he has satisfactorily completed the requirements of work-experience as prescribed by his college and certified by his Dean or Director, Provided, That any student who uses his baccalaureate degree for admission to the law or medical course shall be exempted from this requirement upon presentation of certificate of admission in the said course. Students on work experience, whether on or off the campus, shall be subject to University rules and regulations pending completion of the said work experience and conferment of the bachelor's degree.

Art. 424. Students must file formal applications as candidates for graduation in the offices of the Dean or Director of their respective colleges. The Office of the Registrar shall be furnished a copy of the said applications for graduation.

Art. 425. Any student who has already earned a Bachelor's degree from Mindanao State University may qualify for an award of another bachelor's degree from the University after satisfactory completion of a minimum of 30 units in the major and reinted fields. The rule on residence requirement shall apply to graduates from college or school cut-side MSU.

CHAPTER 55

GRADUATION WITH HONORS

Art. 426. Students who complete their courses with the following averages, computed on the basis of units, shall be graduated with honors:

Cum Laude	- 1.46 to 1.75
Magna Cum Laude	- 1.31 to 1.45
Summa Cum Laude	- 1.00 to 1.30

Provided, That all the grades in all academic subjects prescribed in the curriculum shall be included in the occupation of the average.

Art. 427. Students who are candidates for graduation with honors must have complete in the University at least 76 per cent of the total numbers of academic units or hours for graduation and must have been in residence therein for at least two years prior to graduation.

Art. 428. In the computation of the final average of students who are candidates for graduation with homes, only resident credits shall be included.

Art. 429. Students who are candidates for graduation with honors must have taken during each term not less than fifteen units.

Art. 430. That in case of students graduating with honors in courses the prescribed length of which is less than four years, the English equivalents, namely, "With Honors", "With High Honors" and " With Highest Honors" shall be used instead.

CHAPTER 56

COMMENCEMENT EXERCISES

Art. 431. Attendance at general commencement exercises is compulsory.

Art. 432. Graduating students who cannot participate in the general commencement exercises due to justifiable reasons must write a petition to the President through their Deans or Directors or their duly designated representative before the commencement exercises, to be recorded by the Registrar.

Art. 433. Graduating students who are absent during the general commencement exercises shall obtain their Diplomas or certification and transcript of records from the Office of the Registrar, Provided, That they comply with the above provisions on attendance and upon presentation of the receipt of payment of the graduation for and student's clearance.

Art. 434. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

Art. 435. The diploma shall bear only one date which shall be the date of the commencement exercises.

CHAPTER 57

ACADEMICS OF STUDENTS

Art. 436. Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear the prescribed academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

Art. 437. The prescribed academic costumes for attendance in the commencement exercises shall be as follows:

1. Members of the BOR- plain gowns without stripes;
2. MSU President according to degree earned;
3. Faculty;
    a) Ph.D. - 3 stripes
    b) MA -2 stripes
    c) BS - 1 stripe
4. Registrar -according to degree earned
5. Guests - according to degree earned
6. Guest Speaker - Special gown

Provided, That wearing of the academic gown shall be limited to those holding academic ranks.

TITLE I

STUDENT SERVICES

CHAPTER 58

CURRICULAR CONSULTATION SERVICE

Art. 438. There shall be a regular system of consultation and guidance to be offered by the faculty to the students in connection with their registration, their assignments, the progress of their academic work and other curricular problems in their subjects.

Art. 439. Students shall report for consultation and assistance to faculty members for improvement of their academic work at the time and place stated in the schedule which shall be prepared and approved by the Dean or Director concerned.

CHAPTER 59

RESIDENCE HALLS

Section 1- Residence Halls

Art. 440. Residence Halls are institution designed as a "home away from home" under the direct charge of the Residence Hall Manager who exercise close supervision over the different Resident Heads and the physical needs and social and moral behavior of their residents.

Section 2- General Provisions

The University Residence Halls Management shall be governed in accordance with the following articles on rules and regulations, which bind the applicant upon approval of his application and admission to the residence hall.

Art. 441. Special orders, memoranda, circulars, and/or orders enacting from the respective residence heads or other duly constituted University authorities are part of these rules and regulations.

Art. 442. Residents or students seeking admission are required to accomplish Residence Hall Agreement/Application for accommodation every semester. As such, the resident who still desires and qualifies to stay should renew said form every start of the semester, otherwise he/she shall be ____ to ____ the hall.

Art. 443. Admission shall be on the "First Come, First Serve basis. Priority shall be based on the date and time the application, duly approved by the offices of the Supervising Residence Head,

is received by the Residence Head and not on the date appearing on the application form; Provided, That preference shall be given to Full Scholars.

Art. 444. Only faculty and staff members are allowed to occupy Residence Halls and other designated places for them. Cost occupancy rates shall be computed based on the number of occupants and not on the room.

Art. 445. Residents should cooperate with the residence management in maintaining the cleanliness, sanitation and orderliness of the hall.

Art. 446. Gambling, drinking intoxiented liquor and other vice are strictly prohibited in the residence hall and its premises.

Art. 447. No firearm, deadly weapon and explosive shall be kept in the room of any resident. The Residence Hall management has the right to confiscate them or report their existence to the authorities.

Art. 448. Alterations of electric connections and mutilation of any display, posters, decorations or announcements is strictly prohibited.

Art. 449. Violation of Articles 447 and 448 shall constitute a ground for objection without prejudice to further disciplinary action.

Art. 450. A Resident shall acknowledge and is accountable for the equipment he/she is furnished and the fixtures in his/her bedspace/room. He/She is also held responsible for whatever damage on University property is caused by his visitor or any member of his family and payment for the damage must be made within thirty (30) days.

Art. 451. Before using personal electrical appliances such as a refrigerator, electric fan, stereo, television, tape-recorder and the like, permission must be secured from the Residence Head who will make representation with the Physical Plant Division for appraisal of correct voltage and of additional electricity fee.

Art. 452. Residents shall be held responsible for the conduct of their visitors.

Art. 453. Any announcement, poster and the like shall be posted only with the permission of the Residence Hall Management.

Art. 454. Residents should cooperate with the residence hall management in the adoption of measures to prevent fire, household accidents, theft and the maintenance of peace and order.

Art. 455. The resident shall inform the residence hall management whenever a co-resident or himself needs medical attention.

Art. 456. The Residence Hall Manager shall promulgate rules and regulations regarding the norms of conduct and responsibilities of residents; bed space and room rentals; accommodation; classification, if necessary, of the different residence halls and for the accommodation of foreign

students and faculty, which rules, upon the recommendation of the University President and approved by the Board of Regents, shall be effective and binding and any violation thereof shall be dealt with accordingly.

CHAPTER 60

FINANCIAL AID TO STUDENTS

Art. 457. Scholarships from private donations and grants and other forms of financial aid for students shall be awarded in accordance with the rules and regulations governing them.

Art. 458. The President, or the Vice President for Administration and Finance on behalf of the President, may appoint students who are not enjoying scholarship assistants, with compensation commensurate with the nature and scope of their service upon the recommendation of the Deans or Directors of the various colleges or schools needs of the University.

CHAPTER 61

RENTAL OF TEXTBOOKS

Art. 459. The University shall offer for rent, whenever conditions permit, textbooks to bona fide students in its colleges and schools under the rules and regulations prescribed by the University.

CHAPTER 62

STUDENT ORGANIZATIONS AND ACTIVITIES

Art. 460. A student organization of the University or of any college or school thereof shall be any association, club, fraternity, sorority, order or any other form of organized group at least fifty percent or more of whose members are students of the University.

Art. 461. Organizations which are sectarian, provincial, sectional or sectionalist in name and in nature are not allowed in the University. Any organization which identifies itself with any cultural, religious or linguistic groups which may tend to promote division instead of unification of students is not authorized.

Art. 462. Organizations which aim to promote artistic, literary, dramatic, civic, cultural or other worthwhile goals are under the control and supervision of an adviser recommended by the students in coordination with the Director of Students Affairs and approved by the President.

Art. 463. Programs which should contribute to personal and national developments that may be undertaken may include the following:

a) Cultural activities such as literary programs, plays and various artistic representations;
b) Academic forums such as convocations, symposia, debates and speech contest;
c) Sports and physical education activities to develop physical fitness;
d) Observation trips to historical spots, museums, galleries and social institutions having relevance to formal education or developing in one's self appreciation of the nation's rich heritage; and
e) Classroom discussion that will serve to clarify, infuse, deepen and broaden the student's understanding of the concepts and goals of the New Society.

Art. 464. A University student organization shall be one whose members belong to two or more colleges or schools of the University. A college or student organization shall be one whose members belong exclusively to one college or school; and class organization shall be one composed of members of a class in any college or school of the University.

Art. 465. University student organizations shall be directly under the control, supervision and coordination of the Director of Student Affairs. College or school student organizations and class organizations shall be under the jurisdiction of the Dean or Director of the corresponding college or school.

Art. 466. Every University student organization shall have one or more faculty advisers recommended by it and approved by the Director of Student Affairs. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution before its adviser or advisers are appointed and have assumed office as such.

Art. 467. No university student organization shall be allowed to function without a constitution which has been previously approved by the President upon the recommendation of the Director of Student Affairs.

CHAPTER 63

ATHLETICS

Art. 468. Every student duly registered in any of the colleges or schools of the University shall, upon payment of the athletic fee, be a member of the University Athletic Association. The government of this association shall be vested in a Board of Athletic Affairs which shall be composed of five members to be appointed by the President from among the members of the administrative and faculty officials.

The members shall be appointed by the President for a term of two years.

Art. 469. The Board of Athletic Affairs shall have for its functions the laying down of broad athletic policies and administering the financial aspect of athletic and similar co-curricular activities of the University.

Art. 470. A special committee composed of the Director of Student Affairs as Chairman, the Physical Education Director and another member elected from and by the members of the Board of Athletic Affairs shall supervise all varsity athletics.

CHAPTER 64

CONVOCATIONS

Art. 471. University convocations shall be held under the auspices of the different colleges, schools and units of the University/Office of DSA or other University or college organizations, upon approval of the President.

Art. 472. Any priest, imam, preacher or minister of the gospel of any religious denomination may be invited to speak before student groups or organizations of the University. Provided, That in every case the written permission of the President shall have been previously secured; and Provided, further, That speakers do not discuss questions which might provoke dissension in the University and/or tend to undermine the faith of the people over the government and the duly constituted authorities.

CHAPTER 65

PRESS ARTICLES BY STUDENTS

Art. 473. Any student of the University who publishes an article or writes a letter to the press must secure clearance with the Office of the President. If he desires to be known as a student of Mindanao State University, he shall prefix the name of the college or school in which he is registered with the word "student".

CHAPTER 66

STUDENTS' PARTICIPATION IN

CONTROVERSIAL ACTIVITIES

Art. 474. The participation of students in controversial activities shall be governed by the following principles:

The University has for one of its aims the training of thought and action for the general citizenry of this country. For this purpose, the students of this institution are and have always been encouraged to take an intelligent interest in public questions. Many of these questions could be of a controversial nature, but to place them beyond the inquiry and consideration by the students would be to defeat this object. Therefore, students of this institution are and should be free to express their views and sympathies on any public question, subject, however, to certain self-evident and well-established limitations, among which are:

1) The participation of students in parades, demonstrations, mass-meetings and the like, organized or promoted by parties or interests not authorized by the University shall not interfere with the classes and other activities of the institution;
2) Students who take part in any of the aforementioned activities shall not exhibit any signs of any kind giving the impression that they represent the University, their participation to be clearly indicated as on their own individual responsibility;
3) Students at all times shall observe the pertinent laws and regulations and shall act always with fairness, tolerance, moderation and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles;
4) Students are expected to be courteous and considerate on all occasions as befitting men and women of refinement and good breeding.

CHAPTER 67
RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

Art. 475. Conduct and Discipline. The following rules and regulations on the conduct and discipline of students are hereby promulgated.

Basis of Discipline- Student shall at all times observe the laws of the land and the rules and regulations of the University.

Reliance for the maintenance of student discipline and conduct shall be placed upon student self-government, counseling and guidance.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by the Board of Regents or by the President with the authority of the Board.

Art. 476. Specific Misconduct. A student shall be subjected to disciplinary action for any of the following acts:

a) Any form of cheating in examination or any act of dishonest in relation to his studies.

b) Carrying within University promises any firearm, knife with a blade longer than 2 1/2 inches, or any other dangerous or deadly weapon; Provided, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the Dean or Director of his college or school;
c) Drinking alcoholic beverage or drunken behavior within the University promises.

Art. 477. Answer. Any student subject to complaint for misconduct shall be required to answer in writing three (3) days from receipt of the complaint. In case no answer is submitted or, if in the determination of the Dean or Director of the unit concerned, or the Director of Student Affairs as the case may be, such answer does not satisfactorily explain the imputed misconduct, a formal investigation shall be held on notice as provided below.

Art. 478. College Investigating Committee. As soon as it shall appear that an investigation is necessary, the Dean or Director shall constitute a college Investigating Committee to undertake an investigation of the charge or report. Said committee shall be composed of three (3) members of the faculty of the unit to be designated by the Dean or Director concerned and two (2) students chosen at random from a comprehensive list of officers of student organizations and willing to serve on such Committee, furnished by the Director, Student Affairs Services. The Chairman shall be designated by the Dean or Director concerned and shall be a member of the faculty with legal training, if available.

Art. 479. Inter-College Disciplinary Committee. As soon as it shall appear that in investigation calling for an Inter-College Disciplinary Committee is necessary, the Division of Student Affairs shall constitute such a Committee to undertake the investigation of the charges or report. Said Committee shall be composed of five (5) members, three (3) of whom shall be faculty members to be designated by the Dean or Director of the unit to which the respondents belong, and two (2) shall be students chosen at random from a comprehensive list of officers of students organizations willing to serve therein; Provided, however, That in case where the respondents come from more than three different colleges or units, it shall be discretionary for the Director, Division of Student Affairs to choose which of the colleges shall be represented in the Committee. The Chairman shall be designated by the Director of Student Services and shall be a faculty member with legal training, if available. In any committee constituted under these rules, if at least one complainant is a non-academic employee, one Committee member shall be a non-academic employee chosen by the Dean or Director, or by the Director, Division of Student Affairs, as the case may be.

Art. 480. Challenge. The complainant and the respondent may challenge on the ground of bias or prejudice the selection and designation of any member of any Committee. Such challenge shall be in writing and shall be filed against the member concerned, through the Director, Student Affairs, within three (3) days from written notice of the constitution of the Committee. The challenge shall state briefly the grounds thereof, accompanied with an affidavit establishing a prima facie case against the challenged committee member, who shall thereupon proceed with the

investigation or withdraw therefrom, in accordance with his own determination of the validity of the challenge. His decision shall be made forthwith in writing and filed with the other papers in the case, but there shall be no appeal of or stay from or by reason of his decision in favor of his membership of the Committee.

Art. 481. Grounds for Disqualifications. No individual shall be a member of such committee in any particular case in which he is related to either party within the sixth degree of consanguinity or affinity, or in which he has any fraternal relation to either party or in which he has been counsel, without the written consent of all parties in interest, signed by them and entered in the record.

In no case shall any individual be allowed to sit as Chairman or member of the Inter-College Disciplinary Committee more than once within the same academic year.

Art. 482. Hearing. Hearings by any Committee shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Art. 483. Frequency and duration of Hearing. In the Interest of speedy justice, the Committee shall hold a hearing at least once a week until the case has been resolved. In the case of failure to adhere to this rule, a written explanation in every case shall be submitted by the Committee Chairman to the President through the Director, Student Affairs. No hearings on any case shall last beyond two (2) calendar months.

Art. 484. Notice of Hearing. All parties concerned shall be notified of the date before hearing at least two (2) days before such hearing. The respondent may defend himself personally or by counsel or representative of his own choice. If complainant or respondent should desire but is enable to secure the services of counsel, he should manifest such fact to the Committee two (2) days before the date set for hearing and the Committee shall designate counsel for him from among the members of the University constituency.

Art. 485. Failure to appear at Hearing. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, the Disciplinary Committee shall note this fact and thereafter proceed to hear the case ex parte without prejudice to his appearance in subsequent hearings.

Art. 486. Postponement. The Committee, on the application of either the complainant or the respondent or on its own motion, made in its discretion and for good cause postpone the hearing for such period of time as the ends of justice and the right of the parties for speedy hearing require. In every case of postponement, a report thereof shall be made to the Director on Student Affairs.

Art. 487. Comment and Recommendations. The complete record of the case, with the report of findings thereon and the recommendation signed by a majority of the members of the Committee shall be forwarded to the Deans concerned or to the Director on Student Affairs, as the case may

be, within fifteen (15) days after the termination of the hearing. The recommendation shall state the findings of fact and the specifics on which it is based.

Art. 488. Action by the Dean of the Unit or the Director on Student Affairs. The Dean or Director of the unit to which the respondent belong or the Director on Student Affairs, as the case may be, shall submit within ten (10) days after receipt of the Committee report, together with his action or recommendation to the President of the University.

Art. 489. Action by the President on Appeal. The decision of the President on any appeal from any decision taken shall be rendered within ten (10) days after receipt of the appeal. In all cases of expulsion, the President shall consult the Executive Committee. The decision of the President may be appealed to the Board of Regents within ten (10) days after the respondent receives a copy of such decision.

Art. 490. Action by the Board of Regents. If the Board deems the appeal meritorious, it shall refer the pertinent records to a committee of its members for review. Said committee shall submit a report thereon with recommendations at the next meeting of the Board.

Art. 491. Motion for Reconsideration. If the respondent had filed a petition for reconsideration with the President, and such petition for reconsideration is denied by the President, he may still file appeal to the Board of Regents, provided the same is submitted within ten (10) days following notice of denial of the reconsideration.

Art. 492. Rights of Respondents. Each respondent shall enjoy the following rights:

a) He student may be subjected to disciplinary penalty except upon the process of law.
b) The complainant or the one making the official report shall be heard first. The burden of proof shall rest upon the persons bringing the charge. Findings must be based on substantial evidence.
c) All matters upon which the decision may be based must be introduced in evidence at the proceedings before the Disciplinary Committee. The decision shall be based solely upon such evidence and shall clearly state the reasons thereof. Improperly acquired evidence shall not be admitted.
d) Pending final decision on any charge, the status of a student shall not be altered nor shall his right to be present on campus and to attend classes be suspended.

Art. 493. Effect of Decision. In case final decision involving suspension or dismissal is rendered within thirty (30) days prior to any final examinations, the penalty shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall immediately take effect.

Art. 494. Records. All proceedints before any Committee shall be set down in writing by a competent stenographer. All original records pertaining to student discipline shall be under the custody of the Director on Student Affairs. Such records are hereby declared confidential and no

person shall have access to the same for inspection or copying unless he is involved therein, or unless he has a legal right which cannot be protected or vindicated without access or copying of such record. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

Art. 495. Sanctions.

a) Disciplinary action may take the form of expulsion, suspension from the University, with holding of graduation and other privileges, exclusion from any class, reprimand, warning or required expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of disciplinary action or penalty to be imposed.
b) The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one calendar year. If he deems suspension for a longer period or expulsion as warranted he shall so recommend to the President, who shall refer the case to the Executive Committee, for final decision. An appeal may be made to the President within five (5) days from notice.
c) Any disciplinary action taken against a student shall be reported to his parents or guardians.
d) Refusal to submit to the jurisdiction of the University by any person not enrolled at the time a charge against him is filed shall prejudice his future enrolment in any unit of the University.

Art. 496. Summary Action. Any provision of these rules to the contrary notwithstanding, a Dean or Director may immediately suspend for a period not exceeding fifteen (15) days any student in his unit for any breach of order or discipline. The order of suspension shall state the ground, the circumstances showing the responsibility of the student and the period of suspension and shall take effect two (2) days after it shall have been served. Before the order of suspension is served on the student copies thereof shall be furnished the President, the Vice President for Academic Affairs and the Director on Student Affairs. The order of suspension may be appealed to the President.

Art. 497. Definition. The following terms shall have the meaning set forth below for the purposes of these regulations:

a) "Student" shall include any reason enrolled in any academic unit of the University on regular or part-time basis at the time a charge or report involving him is filed, regardless of whether or not he enrolled in any unit of the University during the rendency of the disciplinary proceeding against him.
b) "Law of the land" shall refer to the general statutes currently in force within the Republic of the Philippines with particular reference to the Revised Penal Code and the Civil Code.
c) "Committee" shall refer to either the College Investigating Committee or the Inter-College Disciplinary Committee as provided in these Rules, unless explicitly stated otherwise.

d) "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University Security Force, and Official or a college unit, or any official of the University Administration.

Art. 498. Without prejudice and in addition to the foraging rules and regulations on student conduct and discipline, the following shall likewise be unforced:

a) Any student of this University who shall threaten another student with the infliction upon the person, honor or property of the latter of any wrong amounting to a crime shall be expelled or dismissed from the University, if the offender shall have made the threat making a demand or imposing any condition, even though not unlawful, and said offender shall have attained his purposes the penalty of suspension of three (3) months shall be imposed upon him. The penalty of suspension of one (1) month shall be imposed if the threat shall not have been made subject to a condition.
b) Any student who shall, by means of force or violence, assault or attack another student shall suffer the penalty of expulsion or dismissal from the University. The same penalty shall be imposed upon a group of students, in case conspiracy exist, even though one or some of them shall not have physically participated in the commission of the act;
c) The penalty of expulsion or dismissal from the University shall be imposed from any student who shall, by means of violence, prevent another student from doing something not prohibited by law or the code of the University or compel him to do something against his will, whether it be right or wrong. The some conspiracy exists, even though one or some of them shall have not physically participated in the act:
d) Any student carrying any firearm within the University premises, unless in connection with his ROTC training, shall suffer the penalty of expulsion or dismissal. If the firearm shall have been discharged, or used to threaten another student, the penalty to be imposed on the offender shall also be expulsion or dismissal from the University without prejudice to filing criminal complaints charges;
e) Any other act or misconduct or behavior shall be punished under the laws of the land;

f) The penalty of expulsion or dismissal shall be likewise imposed upon any student of the University who shall commit any of the acts defined and penalized in the preceding paragraph against a member of the faculty, administrative staff or any of its employees;
g) Any member of the Security Force, who, knowing that an act or offense included in the preceding paragraphs is about to be committed within the University premises, tolerates or does not prevent its commission, or upon being summoned during the commission of the said act or offense fails to prevent the further commission of the same or refuses or does not render assistance, shall also be liable for his dismissal or removal from service.

EXTERNAL UNITS

CHAPTER 68

MSU-ILIGAN INSTITUTE OF TECHNOLOGY

Section 1- CENTRAL DIVISIONS

Art. 499. The IIT hereafter referred to as the Institute, is an external autonomous unit of the MSU System.

Art. 500. The propose of the Institute shall be to provide the program for an effective manpower training urgently needed for the industrial and commercial department of the Mindanao region. For this purpose, the Institute shall develop and implement training programs geared to much the technical and skilled manpower requirements of the specific type, magnitude and level of competence needed by existing and projected industries in Iligan City and its environs, initiate and undertake projects and studies which bear on the manpower needs, industrial growth of Iligan and other development projects, including those needed by specific industries and other actions of Iligan community and its environs, organize and implement, as needed by the community, academic programs for the development of technical and professional manpower that will enhance and support the industrial growth of Iligan within the economic and social development plan of the Mindanao region. It shall offer a program to develop managerial and entrepreneurial resources of the region.

Art. 501. The Institute shall be governed in accordance with Section 7 of Art. 5363 creating and integrating it as a unit of Mindanao State University.

Art. 502. The Institute shall have an official seal which shall be a solid circle containing three graduate lines directed outward as a triangle. The seal represents the role of MSU-IIT in technical advancement. The solid circle represents the nucleus of scientific and technical knowledge upon which technology depends. The three graduated lines signify the increasing challenges and responsibilities a student in technology faces from year to year. The need for expansion, advancement and excellence in technology is projected by the lines directed outward of the triangle, the symbol of stability. Red signifies the determination of MSU-IIT in pursuing her programs while yellow radiates a bright future ahead.

Section 2- GRADUATION OF INSTRUCTIONAL PROGRAMS

Art. 503. Within the context of the objectives earlier specified and within the level of its funding capacities, the Institute shall undertake the following programs:

1. High School Program

The existing vocational high school program of the former Lanao Technical School shall be invigorated and expanded to make it more responsive to the needs of industries, or prepare them for further training in college level of technical and professional courses.

2. Manpower Training Program

The manpower training program shall be strengthened and redirected to upgrade the unskilled manpower reservoir in Greater Iligan and for the industries of the Northern Mindanao Region. Short-term courses shall be undertaken to train unemployed youths and adults or retrain in basic skills the workers who are already employed in industries.

3. Technical Training Program

technical training program will be developed to provide technical manpower on the middle-management, supervisory level needed by Iligan industries as well as other economic sectors of the Northern Mindanao region. The program may consist of two to three-year courses, or the collegiate leading to a diploma in engineering and business technology, and others that may be developed in response to the needs of the community.

4. General Education Program

The two-year general education curriculum preparatory to the upper (3rd and 4th) professional and major programs leading to the Bachelor's degree shall be organized gradually consistent with the availability of funds, physical facilities and competent faculty. The general education program shall be primarily intended to admit college students in the region to complete as much as possible the requirements of the first two years so as to enable them to continue their studies on professional years at the mother campus in Marawi City, the University of the Philippines or other colleges and universities with the least cost possible.

5. Professional Courses

The Institute shall develop and offer professional courses prescribed in the third and fourth curriculum years leading to the bachelor's degrees needed by the Iligan community provided:

A. the courses shall not duplicate existing programs on the Marawi Campus involving heavy funding for laboratory equipment and facilities such as science major programs in physics, chemistry and biology, and engineering which are already available on the Marawi Campus.
B. the courses will not duplicate other programs which should be based on the Marawi Campus by virtue of vantage conditions unique to the latter, such as animal husbandry, agronomy, upland fisheries, community development, anthropology, sociology, Islamic Studies, Asian studies and others.

Art. 504. The School of Engineering Technology and other degree-granting units shall be headed by a Dean and by a Director in the case of non-degree granting units who shall be elected by the Board of Regents, upon the recommendation of the President and Vice President for MSU-IIT and shall hold office and perform the functions of the said office in accordance with Section 2, Chapter 5 provided for in this Code.

Section 3- SCHOLARSHIPS

Art. 505. There is hereby granted Grants-in-Aid Program for Technician Education whose privileges shall include the following:

1) Monthly stipend of P150.00;
2) Exemption from tuition and other fees;
3) Exemption from payment of textbook rentals;

4) Traveling and transportation expenses not to exceed 50 per year, or 225 to Iligan and 25 therefrom.

Art. 506. The following are to be awarded the privileges under the Grants-in-Aid Program:

1. All scholars in Engineering Technology courses who obtained their scholarship privileges:

a) through an examination conducted for the purpose;
b) by obtaining the qualifying general average grade in the previous semester; and
c) by achieving the qualifying honor standing in the high school prior to enrolment in MSU-IIT.

PROVINCE (PROVIDE), that they have obtained a general average grade of not lower than "2.75" in academic subjects for a full load.

1. for the case of the first year students in the early Engineering Technology curricula, the general average grade was obtained by taking the average rating in each subject for the first three grading periods, multiplying the average rating per subject by the number of hours the subject meets per week and dividing the summation of the averages by the summation of the number of hours the subjects meet per week.

2. other students in Engineering Technology who do not hold scholarship privileges, provided that they have obtained in the previous semester a general average grade of not lower than "2.25" in the academic subjects for a full load. Provided, Further, That computation of the general average grade of students in the early curricula be done as Indio. 8.1 above.

Art. 507., Free tuition shall be granted in students enrolling in any of the 3-year diploma in Engineering Technology courses offered at the Institute, Provided, the said grantee passes the admission examination conducted for the purpose by the Institute and carries the regular academic load of at least 15 units per semester.

The same privileges shall be granted to graduates of the IIT Secondary Education Program who wish to enroll in any of the 3-year Diploma in Engineering Technology courses offered at the Institute.

Section 4- CULTURAL COMMUNITY SCHOLARSHIP GRANT
ENGINEERING TECHNOLOGY

Art. 508. The grant of fifty (50) Cultural Community Scholarships in Engineering Technology Course, Provided, That the grantee shall have obtained his High School Diploma; he belongs to the upper 507 of the graduating class; the same to be attested to by the principal and that he is a member of the Filipino Cultural Community Groups of good moral character and conduct and in which case certification from a responsible leader preferably from the Municipal

Mayor shall be submitted. Provided, Further, That the grant of the privileges shall be subject to the passing of Admission examination conducted for the purpose by the Institute.

Art. 509. The privileges under this Cultural Community Scholarship in Engineering Technology shall be the same as those granted under the Grants-in-Aid Program in Engineering Technology, provided for elsewhere under this code.

Art. 510. The grant of free tuition privileges shall also apply to members of the Cultural Communities who wish to enroll in any of the 3-year Diploma Course in Engineering Technology in the IIT Secondary Education Program, Provided, That the grant of this free tuition privilege shall be subjected to the passing of admission examinations conducted for the purpose by the Institute.

Section 5- OTHER SCHOLARSHIP GRANTS

Art. 511. The grant of free tuition privileges shall be awarded to scholars under the joint sponsorship between the UP Alumni Association, Iligan City-Lanao del Norte Chapter and MSU-IIT; Provided, That as a beneficiary of the grant, the student shall maintain an average of "2.5" each semester of study.

Art. 512. The grant of free tuition and other school fees shall also be given to scholars jointly sponsored by and between the MSU-IIT and the National Steel Corporation subject to such rules and regulations specifically prescribed for the purposes. The NSC, as the sponsoring agency, shall provide the grant of monthly stipend to the twenty scholars annually under this Agreement or to a maximum of sixty at any one time.

Art. 513. Special Scholarship Grants shall also be given to members of the IIT Band and Combe which shall include the following privileges

1. Monthly stipend of 120 for board and lodging;
2. Exemption from tuition and other school fees,

Provided, That the grantee shall have fulfilled the following requirements:

a) He must be a bona fide student of MSU-IIT;

b) He must be carrying a minimum academic load of 15 units per semester;

c) He must have a good moral character;

d) He must not have been such ended for transgression or infraction of school rules and regulations; and

e) He must pass the qualifying as training/or examination to be conducted by the Institute for possession of artistic and musical talent.

Art. 514. Special Scholarship Grants shall also be given to athletes of the Institute which shall cover the following privileges:

a) Free tuition and other school fees; and
b) Grant of free uniforms.

Provided, That the above privileges shall only be allowed for the said athletes, who have fulfilled the following:

a) He must carry minimum academic load of 15 units per semester;

b) He must maintain an average grade of "2.75"; and

c) He must have passed the screening conducted for the purpose for selection of athletes.

Section 6- THE IIT ADMINISTRATIVE SUPPORT SERVICES

Art. 515. The Institute shall have an administrative identity distinct and separate from other units under the general administration in the University Campus in Marawi City. It will provide its own funds for administrative services as well as for the maintenance and operation and development of its facilities. For this purpose, and subject to general laws of the land, government accounting and auditing rules and regulations, it shall have a budgetary/treasury code distinct and separate from other units and of the University Main Campus.

Art. 516. The Board of Regents, upon the recommendation of the President, shall elect the Vice President for MSU-IIT who shall be the head of the Institute and directly responsible to the President on matters affecting the Institute. The VP for MSU-IIT shall hold a team of office of five (5) years counted from the day of his assumption to office renewable at the option of the Board; Provided, That his tenure shall not terminate at the same time with that of the President and Provided, Further, That at the expiration of his term, he shall continue performing the functions of his office until his successor is elected or until he reaches the age of sixty-five (65) years of removed from office for valid cause.

Art. 517. The VP for MSU-IIT shall be the executive officer of the Institute and shall provide leadership and assume primary responsibility in the organization, development and management of the Institute.

The VP for MSU-IIT shall have the following specific functions and responsibilities:

1) He shall have executive supervision and control over personnel and programs of the Institute;

2) He shall be responsible for the efficient operation and management of the Institute;

3) He shall undertake the preparation of the budget of the Institute for submission to the President and approval of the Board of Regents. Once the annual budget of the Institute is approved by the Board of Regents, the Vice President for MSU-IIT shall have the responsibility for all phases or aspects of administration of the said budget within the general guidelines approved by the Board. The Vice President for MSU-IIT is also authorized to effect transfers not exceeding ten per cent (10%) of one budget category to another within the approved budget of the Institute.

4) He shall provide leadership in the development of programs and formulation of policies regarding the Institute;

5) He shall coordinate with the Vice President for Academic Affairs in the development of curriculum and other academic matters.

The curricula and academic programs of IIT shall be subject to approval by the University Council;

6) He shall be responsible for the maintenance of the quality of instruction and coordination of programs of IIT.

7) He shall assume accountability in the disbursement of funds in accordance with appropriations approved by the Board of Regents and periodic cash disbursement ceilings prescribed for the purpose. In the disbursement of said funds, the VP for MSU-IIT shall have the authority to enter and decide into contracts including construction projects up to the amount of P50,000.00 in value, provided that such contracts shall be subject to approval of the BOR upon the recommendation of the President.

8) He shall exercise close supervision over receipt, custody and control of funds alloted to IIT and property and equipment in his jurisdiction;

9) He shall prepare and submit to the President, not later than thirty (30) days before the end of the Fiscal Year, annual reports on the conditions, operation and needs of IIT and other report required of him by the President or the Board of Regents from time to time; and

10) He shall exercise such other duties as may be delegated to him by the President in writing and other functions as may be defined by law and the Board of Regents.

Section 7- INVESTIGATION AND DISCIPLINE

Art. 518. The investigation of academic and administrative personnel at the Institute shall be in accordance with regulations provided for elsewhere in this code:

Art. 519. Decisions in disciplinary proceedings shall be as follows:

a) In case involving an administrative employee of a unit, by the Dean, Director of school, division or unit, provided that if the penalty imposed is suspension for a period of not more than fifteen (15) days or a fine not exceeding his compensation for such period, the decision is final. Such decision shall be reported to the Vice President for MSU-IIT.
b) In cases involving academic and administrative personnel of the Institute not falling under paragraph (a) above, by the Vice President for MSU-IIT provided that if the penalty imposed is suspension for a period of not more than thirty (30) days, or a fine not exceeding the compensation of the employee for such period, the decision shall be final.
c) In all other cases involving academic and administrative personnel not falling under paragraph (a) and (b) above, by the President, whose decision shall be final: provided that decisions involving dismissal or removal of faculty members and administrative personnel may be appealed to the Board of Regents.

Art. 520. Decisions in disciplinary proceedings involving student of the Institute shall be as follows:

a) By the Dean or Director of the School if the penalty imposed is suspension of a student for a period of not more than thirty (30) days; provided that such decisions shall be final.

b) Decisions involving suspension of a student for a period more than thirty (30) days but not exceeding one year shall be decided by the Vice President for MSU-IIT, provided that such decision shall be final.
c) All other decisions involving student penalties not falling under paragraph (a) and (b) above shall be decided by the Vice President for MSU-IIT; provided, that decisions involving student dismissal shall be without prejudice to review of the President; and provided, further, that the same may be appealed to the Board of Regents.

Section 8- OPERATING SYSTEMS AND PROCEDURES

Art. 521. In the planning, formulation, review and evaluation of the budget proposals of the Institute including the adoption of such criteria necessary to systematize the definition of budget priorities, the Vice President for MSU-IIT shall be assisted by the Institute Fiscal Planning Board which is herein created as an advisory body composed of a Chairman and six (6) members to be designated by the Vice President for MSU-IIT and whose experience, integrity and knowledgeability of the development plans and fiscal policies and procedures of the Institute qualifying them to perform the functions of the said Board.

Art. 522. The budget proposal of the Institute as prepared in accordance with the above guidelines shall be reviewed by the President or such committees as may be created and integrate the same into the MSU budget proposal for submission to the National Government.

Art. 523. The Vice President for MSU-IIT shall be authorized to make representations with the National Government in coordination with the President to initiate such steps as to justify the Institute budget and to effect such budgetary releases requested for the creration of the Institute. In the manner of budgetary releases shall be under separate budgetary allotment advice or ceilings as allowed by the Budget Commission and other agencies of the National Government consistent with the policy of the Board of Regents to decentralize the budget administration of external units of the University.

Art. 524. Upon approval of the Appropriation Act by the National Government, the Institute shall make readjustments of its original budget proposal proportionate to the total amount actually approved for the University and its external units including IIT. The adjusted budget shall then be integrated with the budget of the Main University Campus for submission, consideration and approval by the Board of Regents upon the recommendation of the President.

Art. 525. The Institute shall continue to operate in the administration of its budget under the Cost Center Concept and the Delegation of Authority therein provided shall continue to be enforced as prescribed by the Board of Regents unless otherwise amended, modified or revoked.

Art. 526. The Institute shall provide and continue to strengthen its Management Information System as prescribed by the Board of Regents.

CHAPTER 69
OTHER EXTERNAL UNITS

Section 1- SCHOLARSHIPS

Art. 527. Full or partial scholarship shall be awarded to deserving high school students in any of the high school units of the University.

Art. 528. Full scholarship shall be awarded to public and private elementary school graduates who belong to the top 257, of the total number of examinees in a regular entrance examination to be administered by every high school unit of the University.

Art. 529. Partial scholarship shall be awarded to public and private elementary school graduates who belong to the next top 257 of the total number of examinees in a regular entrance examination to be administered by every high school unit of the University.

Art. 530. Full scholars shall be entitled to free tuition, miscellaneous and other fees and free use of textbooks. Partial scholars are entitled to free tuition fee only.

Art. 531. A full scholar needs to maintain a weighted average grade of 807 without a failing grade. A partial scholar needs to pass in all his subject.

Art. 532. A paying student or a partial scholar could be promoted to full scholar upon getting a weighted average of 857 without any failing grade. A paying student shall be promoted to a partial scholar upon getting a weighted average of 807 without any failing grade.

Section 2- ORGANIZATION OF A COMMUNITY HIGH SCHOOL

Art. 533. The University may organize a Community High School in strategic areas in Mindanao and Sulu region upon having satisfied the following conditions:

a. A petition from the populace in a Community to the President of the University through the Sangguniang Bayan expressing the justifications for the request to open a high school site of not less than three (3) hectares and the existing school buildings, if there are any:
b. The said petition must be indorsed by the Sangguniang Bayan through a resolution expressing their willingness to support the school and to appropriate yearly a reasonable amount as their subsidy to the school.

Art. 534. The high school to be organized by the University except those already absorbed by the University shall be semi-self-supporting with the University extending the following assistance:

a. To provide the leadership in the management of the school;
b. To provide the salaries of the faculty and staff members.

Art. 535. The revenue of the school and the subsidy from the Sangguniang Bayan shall be appropriated by the School Board for support of the school requirements, principally textbooks, laboratory equipment and other instructional materials. The same shall be submitted to the Office of the President for approval by the Board of Regents.

Art. 536. All external units of the University except IIT shall have an advisory School Board, the composition and tenure of the members of which and their duties shall be determined by the President and approved by the Board of Regents.

Section 3- STUDENT REGULAR FEES

Art. 537. A regular college student in any of the external units of the University shall pay the regular and special fees required under Article 313, Chapter 35 (Regular and Special Fees).

Art. 538. A high school student in the external unit of the University shall pay a single fee of P70.00 per academic year. No increase or reduction in the single fee shall be made without the approval of the Board of Regents.

Section 4- ADMISSION AND TRANSFER OF STUDENTS

Art. 539. The entrance requirements for each course in College under the Office of the Vice President for External Studies shall be the same as required in Articles 308, 309, 310, 311, and 312 of Chapter 34 (Entrance Requirements and Admission) of the University Code.

Art. 540. An Entrance Examination shall be given to elementary graduates of public and private elementary schools who are seeking admission to any of the high school units of the University. Only those that shall pass the Entrance Examination to be administered by each high school shall be allowed to enroll except as provided by Resolutions of the Board.

Art. 541. A college student transferring from other colleges or universities with the exception of students from any Unit of the University shall be subjected to Articles 351 and 352 of the University Code.

Art. 542. A student from any Unit of the University may be admitted to other units of the University subject to the following conditions:

a. The course he is going to enroll in on the main campus is not offered by the Unit where he was previously enrolled.

b. He presents a certification of good moral character from the Unit Head of the College where he was previously enrolled.

c. He must have completed at least two years of studies in the unit where he was previously enrolled.

Art. 543. A student-awardee of any type of University scholarship may carry the privileges under the said scholarship to any Unit of the University subject to the following conditions.

a. The course he is going to enroll in is the same course he was previously enrolled in;

b. There is no course offered by the Unit where he was previously enrolled;

c. The grade requirements for the maintenance of his scholarship is met; and

d. If funds are not available in the Unit where he is seeking admission the Unit where he is from may extend his scholarship privileges.

Art. 544. He student who has been expelled from a unit of the University shall be allowed to transfer to another unit.

Section 5- GIVING OF HONORS AND AWARDS

Art. 545. Every high school shall organize a Scholarship Committee with the following duties and responsibilities:

a. To set s criteria for the selection of a valedictorian and a salutatorian;
b. To get the minimum grade to be obtained by a student that may be awarded with:
    1. Graduated with Honors;
    2. Promoted with Honors and such other Honors and Awards as may be awarded by the Committee.

Art. 546. In the giving of academic honors and awards for high school students the following criteria shall be followed:

a) Academic grades - 6 points
b) Character -3 point
c) Co-Curricular
    Activities.-1 point

Provided, That a residence of two academic years shall be required for students who will be awarded honors such as valedictorian, salutatorian, etc.; Provided, Further, That graduating students who reassess outstanding academic and co-curricular recaps may be awarded special honors; academic honors and awards.

Art. 547. Graduating college students shall be subjected to existing University rules and regulations in the award of academic honors.

Section 6- TRANSFER OF FACULTY AND STAFF

Art. 548. The transfer of faculty and staff to other Units of the University shall be discouraged. Provided, That the transfer may be allowed under the following conditions:

1. He carrying of item shall be allowed;
2. The cause of transfer is very strong and reasonable; and
3. The transfer shall be indorsed by his unit head.

CONCLUDING TITLE
AMENDMENT AND REPEAL

Art. 549. Save as to matters specifically provided for by law or decree, any provision in this code may be amended at any regular meeting of the Board of Regents, or in a Special meeting called for that purpose, by a 2/3 vote of all the members of the Board.

Art. 550. Existing bodies, offices, committees, etc., and its officials and employees shall continue performing their functions and duties unless rendered obstacle by this code or by subsequent resolution of the Board; and all existing rules and regulations which are in conflict with the provisions of this code are hereby repealed, rescinded or revoked.