

UNIVERSITY C D E

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BOOK I
THE ORGANIZATIONAL AND FUNCTIONAL STRUCTURE OF THE
UNIVERSITY

TITLE ONE
GENERAL PROVISIONS

Chapter 1
PRELIMINARY MATTERS

Article 1. Title, Coverage and Interpretation

- Section 1. This Document shall be known and cited as the Revised Code of the Central Luzon State University (CLSU) or simply referred to as the "University Code".
- Section 2. This Code shall govern and be applied only to CLSU with principal address at Science City of Muñoz, Nueva Ecija, Philippines.
- Section 3. This Code shall be liberally construed in favor of the policies and principles promulgated by CLSU.
- Section 4. As a framework, this code shall adopt the most recent CLSU Board of Regents (BOR) approved principles, policies, rules, manual and guidelines.

Article 2. Declaration of Principles and University Policies

- Section 1. CLSU is a public, non-sectarian, non-profit institution of higher learning duly established by law and principally supported by state funds.
- Section 2. CLSU shall adopt a vision relevant to the call of the times.
- Section 3. The University mission shall focus on its mandate as a public and comprehensive higher education institution.
- Section 4. The University shall seek to help accelerate the educational, economic, social, cultural, political and moral well-being, and environmental consciousness of the peoples it serves.
- Section 5. The University shall adopt and be guided by the most relevant core values and principles.
- Section 6. The University shall continuously enhance its capability and potential to pursue excellence and leadership in its mandated functions as a comprehensive higher education institution.
- Section 7. The University shall endeavor to democratize access to education through the expansion of assistance program.

Section 8. CLSU shall provide quality education.

Section 9. CLSU shall adopt and implement an updated Strategic Plan.

Section 10. In accordance with the pertinent provisions of the Constitution of the Republic of the Philippines and Republic Act 8292, CLSU shall exercise institutional autonomy.

Section 11. The powers and responsibilities of the University in addition to those provided for in the Constitution of the Philippines shall be those provided for in its Charter, Republic Act No. 4067, Presidential Decree No. 1312 as amended by P.D. 1437, Republic Act No. 8292 and those granted to corporations in general under the Corporation Law and such other powers as may be provided by law.

Article 3. Declaration of General Objectives

Section 1. In consonance with the national development goals and in order to translate and operationalize the principles and policies prescribed in the preceding article, the University aims to provide professional and technical training in agriculture and mechanic arts besides providing advanced instruction and promoting research in literature, philosophy, the sciences, technology and arts.

Section 2. In its commitment towards service excellence, the University shall establish policies to ensure that all its services and processes meet the specified requirements of both its clients and stakeholders.

Article 4. University Seal and Colors

Section 1. The Seal of the Central Luzon State University is dominantly gold and green, representing light and life. These colors symbolize its pioneering leadership in agriculture education and technology in the country since its establishment in 1907.

Section 2. The different elements of the University Seal generally represent its mandated functions, the provision for quality and accessible education anchored on sound theories and practices, and its thrust on people empowerment for sustainable and inclusive development. It shall adopt the most recently registered version with the Intellectual Property Office (IPO).

Section 3. The University colors shall be green and gold, technically described as follows:

Color	RGB Code	CMYK Code	HEX Value
Green	0,128,0	100,0,100,50	#008000
Gold	255,215,0	0,16,100,0	#FFD700

**TITLE TWO
THE GOVERNMENT OF THE UNIVERSITY**

**Chapter 1
THE BOARD OF VISITORS**

Article 5. Composition and Special Functions

Section 1. The Board of Visitors of the University shall be composed of the President and the Vice President of the Republic of the Philippines, the Senate President, the Speaker of the House of Representatives and the Chairman of the Commission on Higher Education.

Section 2. The Board of Visitors of the University shall make visits to the University, individually or otherwise, at such time and date as they may determine or deem proper, to examine the property, courses of study, accounts and general conditions of the University.

**Chapter 2
THE BOARD OF REGENTS**

Article 6. Composition

Section 1. The government of the Central Luzon State University shall be vested in the “Board of Regents of the Central Luzon State University” and its composition as constituted by law.

Article 7. Manner of Appointments and Term of Office

Section 1. The manner of appointments and terms of offices of the members of the BOR under this code shall include the specific provisions of RA 8292 and its IRR.

Article 8. Meetings and Quorum

Section 1. The Board of Regents must regularly convene at least once every quarter and shall adopt the relevant and pertinent provisions of RA 8292 and its IRR in the conduct of meetings and determination of quorum.

Article 9. Compensations

Section 1. Unless provided, the members shall serve without compensation but they shall be reimbursed of the necessary expenses incurred in their attendance of meetings of the Board or in connection with their official business authorized by resolution of the Board.

Article 10. Powers and Duties of the Board

Section 1. The Board of Regents shall have the specific powers and duties as provided for in RA 8292 and its IRR, in addition to its general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68, otherwise known as the Corporation Code of the Philippines.

Article 11. The University and Board Secretary

Section 1. The Board shall appoint a Secretary who shall serve as such for both the Board and the University. The Secretary shall keep all the records and the minutes of the proceedings of the Board and shall communicate to the Chairman, Vice Chairman and Members of the BOR notice of all regular meetings, special sessions and other undertakings of the Board of Regents.

Section 2. As Secretary of the Board of Regents, he shall exercise the specific duties and functions as specified in the provisions of RA 8292 and its IRR.

Section 3. As Secretary of the University, he shall exercise the following duties and functions:

- a. To act as Secretary of the Administrative Council. As such, he shall issue notices of meetings of the Council and take down the minutes of the proceedings thereof;
- b. To prepare memoranda, circulars, bulletins and other official communications for the signature of the University President or his duly authorized representative;
- c. To inform the members of the faculty and the non-teaching staff on various policies, rules and regulations promulgated by the Board of Regents or by the Council as approved by the Board;
- d. To keep custody of classified records, issue excerpts or appropriate certifications upon request of authorized officials and employees of the University and other entities;
- e. To prepare drafts and correspondences referred to by the University President; and
- f. To perform such other related functions as may be directed by the University President.

Article 12. Committees

Section 1. The Board of Regents may create committees, as it may deem necessary, for the proper performance of its functions.

Section 2. The President of the University shall be ex-officio member of all standing committees of the Board.

Article 13. Annual Report

Section 1. The Board of Regents shall file with the President of the Philippines a detailed report covering the preceding year setting forth the progress and needs of the University.

Chapter 3 THE ADMINISTRATIVE COUNCIL

Article 14. Composition

Section 1. There shall be an administrative council consisting of the President of the University as Chairman, the Vice President(s), Deans, Directors and other officials of equal rank as members, and whose duty is to review, formulate, recommend and implement policies governing the management and development planning of the University subject to the approval of the Board of Regents. The president of the faculty association, the president of the association of non-academic staff and the chair of the undergraduate student body organization shall attend the meeting of the council upon invitation by the University President.

Article 15. Powers and Functions

Section 1. The Administrative Council shall have the following powers and functions:

- a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;
- b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect; and
- c. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

Article 16. Officers

Section 1. The President of the University shall be the Presiding Officer of the Administrative Council. In his absence, any of the four (4) Vice Presidents maybe designated by the President to take over.

Section 2. The University and Board Secretary shall be the Ex-Officio Secretary of the Council, unless another official is designated by the University President to assume the functions Article 11, Section 3.a. of this University Code.

Article 17. Meetings and Quorum

Section 1. The Administrative Council shall meet at such time as the President may determine, provided, that there shall be at least one regular meeting every quarter, without prejudice to the promulgation of internal rules setting forth a specific provision on the matter. The President shall call a special meeting whenever necessary or upon the written request of at least one-fifth of the members of the Council.

Section 2. Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed but without voting powers.

Section 3. A quorum of the Administrative Council shall consist of a majority of all its members who are holding office at the time, excluding those on official leave or travel, and a majority vote of all its members present shall be required to dispose a question or decide an issue, unless provided under parliamentary rules.

Article 18. Committees

Section 1. The Administrative Council may create committees, as it may deem necessary and at its convenience for the proper performance of its functions.

Chapter 4 THE ACADEMIC COUNCIL

Article 19. Composition

Section 1. There shall be a University Academic Council consisting of the University President as Chair; the Vice President for Academic Affairs as Vice-Chair; the dean of the office in-charge of admission, registration and related services as secretary; and all faculty members from the rank of Assistant Professor I and above as members.

Article 20. Powers and Functions

Section 1. The University Academic Council shall have the following powers and functions:

- a. To prescribe the curricula, academic policies and rules of discipline of the University subject to the approval of the Board of Regents;
- b. To set the requirements for admission of students to the University as well as for graduation and the conferring of degrees, subject to the review and approval of the Board of Regents;
- c. To submit for confirmation of the Board of Regents the list of students qualified to be recipients of degrees;

- d. To exercise disciplinary power over the students, within the limits of the rules of discipline prescribed by this Code and subsequent rules and regulations, confirmed by the Board of Regents; and
- e. To perform such other powers and functions as may hereinafter be granted by the Board and by applicable laws and regulations.

Article 21. Officers

Section 1. The University President shall be the Presiding Officer of the University Academic Council. In his absence, the Vice President for Academic Affairs shall preside, and in the absence of both, the University President may designate any of the College Deans of the University to take over.

Section 2. The dean of the office responsible for providing admissions, registration and related services shall be the Ex-Officio Secretary of the Council.

Article 22. Meetings and Quorum

Section 1. The University Academic Council shall meet at such time as the President may determine, provided that there shall be at least one regular meeting each semester. A special meeting may be called by the University President as may be deemed necessary.

Section 2. Attendance in all the meetings of the Council shall be required of every member thereof and only for meritorious and justifiable reasons shall a member be excused from attendance.

Section 3. A quorum shall consist of a majority of all its members, excluding those on official travel or leave. A majority vote of all members present shall be required to dispose a question or decide an issue.

Article 23. Committees

Section 1. The University Academic Council may create Committees, as it may deem necessary for the proper performance of its function.

**TITLE THREE
THE ADMINISTRATION AND ORGANIZATION OF THE UNIVERSITY
PROGRAMS**

**Chapter 1
ADMINISTRATION OFFICIALS**

Article 24. Composition

Section 1. The key officers of the administration shall consist of the University President, Vice Presidents, University and Board Secretary, Deans and Directors.

Article 25. The University President

Section 1. The University President shall act as the Chief Executive Officer (CEO) of the University and shall have general powers of administration and supervision similar to CEOs of private corporations. Specifically, he/she shall perform the following:

- a. To have general supervision and control of all business matters, as well as all administrative and financial operations of the University;
- b. To act as ex-officio head of all officers, members of the teaching staff, administrative and all other employees of the University;
- c. To carry out the general policies laid down by the Board of Regents (BOR) and shall have the power to act within the limits of the said general policies. The University President shall alone direct or assign the details of executive actions;
- d. To determine and prepare agenda of all meetings of the BOR, the Administrative Council and of the Academic Council; provided, however that any member shall have the right to suggest any matter for inclusion in the agenda;
- e. To preside at commencement exercises and other public affairs of the University and confer such degrees and honors as confirmed by the BOR. All diplomas and certificates issued by the institution shall be signed by the University President, by the University Registrar and/or by the Dean;
- f. To be the official link of communication between the faculty, personnel, and students of the institution on the one hand, and the BOR on the other;
- g. To appoint competent and qualified persons to fill all vacancies and new positions as delegated by the BOR. The University President shall have the authority to fill vacancies temporarily and to make such arrangements as necessary to meet all exigencies that may occur between the meetings of the GB so as not to unduly hamper the operations of the institution;
- h. To have the authority to transfer faculty members and employees from one department or unit of the institution to another in accordance with existing laws and rules subject to the confirmation by the BOR;

- i. To have the authority to recommend to the BOR the change of leave status of the faculty from teacher's leave to cumulative leave or vice-versa;
- j. To hold all officers, faculty, and employees of the institution duty-bound to the full discharge of their respective duties. When necessity arises and in the interest of public service, he/she shall, after consultation with the Dean or the Head of Office or Unit concerned, initiate the necessary proceedings for the separation from the service of the erring faculty members or administrative personnel;
- k. To submit an annual report to the BOR on or before the 15th day of the second month after the opening of classes each year, highlighting the work of the past year and the needs of the current year. He/She shall also present to the BOR the proposed annual budget of the institution;
- l. To execute and sign, on behalf of the University all contracts, deeds, and all such other instruments necessary for the proper conduct of business of the University. However, in recurring undertakings and transactions where the action is virtually ministerial, and the conditions and terms for which have been fixed in accordance with the existing regulations of the University and general laws of the land, the specified cases may be made in his/her behalf, by the officers of the administration or heads of office or units of the University, subject to such safeguards as he/she may impose;
- m. To have general responsibility and final authority over the enforcement of discipline on all faculty and administrative personnel in the institution and over the maintenance of satisfactory academic standards in all its units;
- n. To have authority to modify or disapprove any action or resolution of any faculty or administrative section or both, if in his/her judgment the larger interest of the institution so requires. Should he/she exercise such authority, the University President shall communicate his/her decision in writing to the body concerned, stating the reasons for his/her actions; and thereafter he/she shall accordingly inform the BOR, which may take any action it deems appropriate in connection therewith;
- o. To invite from time to time, scholars of eminence, and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof; he/she may authorize honoraria for such service, to be taken from the University's budgetary allocation at such rates fixed by the BOR or as provided for in existing laws, circulars or orders;
- p. To authorize in case of brief absence, to designate a Vice President and/ or ranking officer of the administration to act as Officer-in-Charge who shall carry out routine management of the university in his/her name and in accordance to his/her instructions and the policies of the BOR; and
- q. To have the power to reorganize the institution subject to the provisions of its Charter and other applicable laws. He/she shall have the power to create and abolish new colleges, offices, and units, or reorganize them; and transfer offices or units with due

respect to the security of tenure of all employees in accordance with existing laws and Civil Service rules and regulations, subject to the approval of the BOR.

Article 26. The Vice President for Administration (VPAD)

Section 1. The Vice President for Administration (VPAD) shall be designated by the University President for a term of one (1) year subject to confirmation by the CLSU Board of Regents without prejudice to re-appointment. He/She must have an earned doctoral degree and with at least three (3) years administrative experience. He/She shall be directly responsible to the President on all Administration Program operations, planning, and finance matters, and may be delegated to preside at the Administrative Council meetings in the absence of the President. Specifically, he/she shall have the following duties and functions:

- a. To act as Officer-in-Charge of the University in the absence of the President when so designated;
- b. To direct the planning, organization, implementation and evaluation of the Administration Program with the end in view of providing the University with efficient and effective service;
- c. To coordinate with other University programs and appropriate government and private agencies to bring about inter-agency complementation and to maximize use of available resources;
- d. To represent the Administration Program in appropriate bodies/offices and cause resolution of conflicts in accordance with established policies and sound management and operations practices;
- e. To supervise, coordinate and monitor the activities of the Administration Program offices and personnel of the affiliate agencies/institutions operating within the campus, if so provided in the Memorandum of Agreement on the establishment of the same;
- f. To submit regular report of work progress to the President at least one (1) per quarter;
- g. To help and undertake activities that will keep the University abreast with recent developments; and
- h. To exercise such other duties and functions as may be delegated by the President.

Article 27. The Divisions under the Vice President for Administration

Section 1. The divisions directly under the Vice President for Administration shall include but not limited to the performance of the following general functions:

- a. Administrative Services Division;
- b. Financial Management Services Division;
- c. Physical Plant and Site Development Services Division; and
- d. Auxiliary Services Division.

Article 28. The Vice President for Academic Affairs (VPAA)

Section 1. The Vice President for Academic Affairs (VPAA) shall be designated by the University President for a term of one (1) year subject to the confirmation by the Board of Regents without prejudice to re-designation. He/She should have an earned doctoral degree, an academic rank of least Professor I, at least five (5) years of teaching experience and at least five (5) years of administrative experience. He/She shall be directly responsible to the University President for carrying out all educational policies, for implementing all programs and projects of the university, and for supervising curricular and other academic activities in the university. In the absence of the University President, he/she shall preside at meetings of the University Academic Council. Specifically, he/she shall have the following duties and functions:

- a. To act as Officer-in-Charge of the University when so designated by the University President;
- b. To exercise general supervision over all degree-granting units, academic-related offices and other units implementing programs or providing specific service;
- c. To administer the overall execution of policies on instruction approved by the Board of Regents, as recommended by the University Academic Council, and by other higher authorities;
- d. To recommend to the President academic policies pertaining to curricula and other academic programs, faculty appointments and assignments;
- e. To coordinate the planning and preparation of the proposed annual budget of the different colleges and offices;
- f. To coordinate with the Research and Extension Program of the University in promoting the research and extension activities of the faculty members, staff and students;
- g. To serve as ex-officio chairman of all standing and/or ad hoc committees which shall screen applicants to teaching positions, conduct regular appraisal of faculty performance, screening of applicants for scholarship and faculty development and other related purposes;
- h. To coordinate with other educational institutions and/or related agencies to insure later programs/agency complementation and efficient maximization of available resources;
- i. To submit regular report of work progress to the University President at least one (1) per quarter;
- j. To act as Chair of the Council of Deans, Academic Research Council, Sports Development Council, Cultural Affairs Development Council, and the Library Committee;
- k. To act as Vice Chair of the University Academic Council; and
- l. To exercise such other powers and functions as may be delegated by the University President.

Article 29. The Units under the Vice President for Academic Affairs

Section 1. The units directly under the Vice President for Academic Affairs shall be the following:

- a. degree-granting units (colleges and units for non-residential mode programs);
- b. academic service offices (units for student affairs, and admission, registration and related services); and
- c. units for implementation of specific program (e.g. equivalency and accreditation) or provision of specific service (e.g. library).

Article 30. The Vice President for Research and Extension (VPRE)

Section 1. The Vice President for Research and Extension (VPRE) shall be designated by the University President for a term of one (1) year subject to the confirmation by the Board of Regents without prejudice to re-designation. He/She shall have earned a doctoral degree, with an academic rank of at least Professor I with at least five (5) years of research and development experience, and at least three years (3) of administrative experience. He/She shall be directly responsible to the President on matters pertaining to research, extension services, non-formal education, and training. He/she shall have the following duties and functions:

- a. To act as Officer-in-Charge of the University when so designated by the University President;
- b. To exercise general supervision and coordination of all programs, projects and activities of the various units under his/her office;
- c. To recommend and implement policies and guidelines governing research and extension affairs of the University;
- d. To plan programs for research activities which are geared towards the growth and development of the region;
- e. To coordinate, monitor and appraise the performance of the various research and extension units of the University, including those of centers/institution established in the University;
- f. To plan, promote and carry out close working relations and linkages with appropriate government agencies and non-government organizations relative to research and extension activities;
- g. To submit regular report of work progress to the President at least one (1) per quarter;
- h. To act as Chair of the Council of R&E Directors; and
- i. To perform such other related functions as may be directed by the University President.

Article 31. The Centers under the Vice President for Research and Extension

Section 1. The centers directly under the Vice President for Research and Extension shall be the following:

- a. The University Research Center; and
- b. The University Extension Center.

Article 32. The Vice President for Business Affairs (VPBA)

Section 1. The Vice President for Business Affairs shall be designated for a term of one (1) year subject to the confirmation by the Board of Regents without prejudice to re-designation. He/she should have an appropriate doctoral degree and with at least five (5) years of business, administrative and management experience. He/She shall act as the Chief Operating Officer (COO). He/She shall report to the University President and be responsible for all businesses and related activities of the University. His/Her duties and functions include, but not limited to, the following:

- a. To preside over all meetings of personnel on operations and management or any relevant IGP activity;
- b. To formulate policies and rationalize programs of all IGPs in accordance with the direction set by the University;
- c. To identify and implement professional development program to address employee experience and skill gaps;
- d. To act as Officer-in-Charge of the University when so designated by the University President;
- e. To coordinate, monitor and report all activities of the various income generating projects of the University;
- f. To implement the policies, rules and regulations relative to the operation of the various income generating projects of the University;
- g. To formulate and recommend program proposals to improve the operation and productivity of existing agri-business project, expand its operations, and whenever feasible, enter into other business ventures, subject to the approval and confirmation of the Board of Regents;
- h. To determine available resources (land, labor and capital) for efficient use of such resources from within the inter-projects of the Business Affairs Program of the University;
- i. To recommend to the University President the appointments/designations of UBAP Directors, and other lower level personnel including the dismissal/termination of the same for cause after due process;
- j. To establish and recommend for approval by higher authorities a reward system to maintain/boost the morale of UBAP personnel;
- k. To submit regular report of work progress to the President at least one (1) per quarter;
- l. To chair the University Business Development Council; and

- m. To perform such other related functions as may be directed by the University President.

Article 33. The Divisions under the Vice President for Business Affairs

Section 1. The divisions directly under the Vice President for Business Affairs shall be the following:

- a. The Crop Production Division (CPD);
- b. The Animal Production Division (APD); and
- c. The Business Development Division (BDD).

Article 34. The Presidential Management Services (PMS)

Section 1. The PMS is a division which shall act as the primary technical arm of the University President. It shall be headed by a Director who shall be designated by the University President for a term of one (1) year without prejudice to re-designation.

Section 2. The PMS shall perform the following duties and functions:

- a. To supervise the Planning and Development Office, Public Affairs Office, Alumni Relations Office, Management Information System Office and Presidential Office Staff.
- b. To provide timely, reliable, accurate and comprehensive information to the University President in the exercise of decision-making;
- c. To provide competent and responsive support to presidential fora;
- d. To provide thorough and efficient coordination of presidential activities;
- e. To implement effectively special assignments as directed by the University President; and
- f. To assist in an efficient internal administration.

Section 3. The Planning and Development Office (PDO). The office shall be headed by a Chief and shall act as a coordinative unit and shall perform the following duties and functions:

- a. To propose medium and long-term development plans and programs of the University based on the consolidated plans and programs of various programs and in accordance with the mission, vision and goals of the University, Regional Development Council, CHED and the national thrusts;
- b. To conduct monitoring and process evaluation of planned and programmed activities and recommend to the University President possible course/s of action that will allow restructuring of plans and programs for the purpose of achieving the respective goals of each organizational unit and that of the University, in general;
- c. To coordinate with the different organizational units of the University relative to their respective development plans and programs;

- d. To initiate and coordinate the Annual University Planning and Development Review;
- e. To review and analyze constraints in achieving the goals of the development plans and programs; and
- f. To coordinate with the different organizational units relative to the integration of development plans and programs with the financial plans and budgetary allocation of the University.

Section 4. The Public Affairs Office (PAO). The office shall be headed by a Chief and act as the promotion, publication and public relations arm of the University. It shall perform the following duties and functions:

- a. To project the good image of the University by enlightening and/ or creating public understanding of its various programs, activities and projects and activities;
- b. To disseminate relevant and development-oriented information and technologies to its various clienteles;
- c. To document activities of the Office of the President and other units of the University; and
- d. To provide tour guiding services to the public including foreign visitors relative to the University's role as the Agri-Tourism Site for Luzon.

Section 5. The Alumni Relations Office (ARO). The office shall be headed by a Chief and shall be responsible in planning and synchronizing the alumni activities. It shall perform the following duties and functions:

- a. To plan and coordinate alumni activities that may benefit the students and the University through alumni associations of faculty, colleges and departments;
- b. To assist the alumni to mobilize activities and programs;
- c. To foster stronger relationship between the University and the alumni through planned activities;
- d. To collect and manage data on the alumni and become a referral center to the University; and
- e. To implement activities to boost fund coming from the alumni.

Section 6. The Management Information System Office (MISO). The office shall be headed by a Chief and shall be responsible for the generation and collection of relevant information and maintenance of database thereof. It shall perform the following duties and functions:

- a. To plan and coordinate and manage with the major university network programs for the generation and collection all necessary data/statistics and information evolving from the university's operation and performance of its mandate;
- b. To develop a database system that will allow easy access for management decisions and reportorial purposes;
- c. To continuously update and maintain the database system; and
- d. To develop and implement strategies that facilitates the gathering of data/statistics and information.

Section 7. The Presidential Office Staff (POS). The office staff shall be headed by a Chief and shall be responsible for the upkeep the office of the president and schedule of activities. It shall perform the following duties and functions:

- a. To properly record documents and correspondence received and disposition thereof;
- b. To maintain a calendar of the President's activities and appointment;
- c. To regularly remind and update the President of his schedules and appointment;
- d. To coordinate the activities and schedules of the President; and
- e. To accord clerical assistance to the President.

Article 35. The Internal Audit Services (IAS)

Section 1. The Internal Audit Services (IAS), an independent office directly under the supervision of the University President, shall be responsible in the monitoring of financial transactions for the effective protection and utilization of the University's resources and assets. It shall be headed by a Chief.

Section 2. The IAS shall be authorized full access to records, personnel and physical properties and perform the following specific powers and duties:

- a. To ascertain the reliability and integrity of financial information and the means to identify, measure, classify and report such information;
- b. To ascertain the extent of compliance and review the financial transaction systems established to ensure compliance with government policies, plans and procedures, laws and regulations which have impact on operations;
- c. To ascertain the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;
- d. To review and evaluate the soundness, adequacy and application of accounting and financial controls and promoting the most effective control at reasonable cost;
- e. To recommend corrective actions on financial transaction deficiencies observed;
- f. To conduct special audits at the request of the University President and management; and
- g. To follow-up on significant findings from previous audits.

Article 36. The University Security Force (USF)

Section 1. The unit shall be headed by a Chief and shall be responsible in maintaining peace and order inside the campus and its premises.

Section 2. USF shall have the following duties and functions:

- a. To ensure the enforcement of pertinent laws, rules and regulations for the protection and security of personnel and property, including off-campus facilities, and to detect and prevent attempts by persons to violate the laws;
- b. To prepare plans and develop recommendations regarding policy and procedural matters pertaining to the security of the University;
- c. To review operational procedures and implement changes;
- d. To update and/or prepare new/special orders, instruction and memoranda affecting the overall operations of the campus security;
- e. To constantly coordinate with University administrators regarding security matters;
- f. To serve as resource on all security matters for the University and serve on ad hoc committees and security meetings involving the University, local police and other government officials; and
- g. To investigate cases which may have serious effects on the safety of persons or on the property of the University.

Article 37. The Office on Special Projects (OSP)

Section 1. The office shall take charge of special projects which may arise as a result of special agreements or liaisons with other agencies and private individuals. It shall be headed by a Chief.

Section 2. The OSP shall perform the following duties and functions:

- a. To coordinate with persons directly in charge of special projects and monitor related activities and programs;
- b. To evaluate performance of said projects in relation to the University responsibilities enumerated in the Memorandum of Agreement (MOA) and/or contract; and
- c. To report and recommend measures on areas needed to be improved.

Article 38. The University Legal Counsel's Office (ULCO)

Section 1. The office shall be an independent body providing advice on matters pertinent to legal obligations. In lieu and without prejudice to the commissioning of the services of the Office of the Solicitor General (OSG) as the mandated legal counsel of all government offices, the ULCO shall be headed by a Legal Consultant.

Section 2. The ULCO through the OSG or legal consultant shall perform the following duties and functions:

- a. To provide the University President with information regarding legal issues;
- b. To participate in professional and development sessions to enhance knowledge on legal implications of actions;

- c. To conduct legal review of MOA, MOU, PA and other agreements and recommend amendment/s therefrom; and
- d. To chair investigating bodies when so designated by the University President.

Article 39. International Affairs Office (IAO)

Section 1. The International Affairs Office (IAO) shall plan, administer, manage, implement and evaluate the different international affairs of the University and initially formulate institutional policies on internationalization anchored on national and international interests that will directly benefit the institution. It shall be headed by a Director.

Section 2. The Director for International Affairs shall be appointed by the University President and shall have the following duties and functions:

- a. plan, administer, manage, implement and evaluate the activities of the international affairs of the University;
- b. represent the University concerning its affairs with the international community; and
- c. formulate institutional policies on internationalization which are anchored on national and international interests that will directly benefit the institution and present the same to the concerned authorities for approval.

Section 3. The IAO units which shall be headed by a Chief are:

- a. The Linkages and Intercultural Exchanges Unit which shall primarily facilitate the establishment of networks, connections and collaborations among international partner institutions; and
- b. The International Mobility Unit which shall receive and process travel documents for outbound and inbound flow of human resources; foster international scientific and academic collaboration; oversee the international mobility of students, faculty members and staff; and submit reports to concerned agencies.

Article 40. Quality Assurance Office (QAO)

Section 1. The Quality Assurance Office (QAO) shall plan, direct and coordinate quality assurance programs of the university and formulate quality control policies, focusing on processes and procedures. It shall be headed by a Director.

Section 2. The QAO Director shall be appointed by the University President to perform the following duties and functions:

- a. To advocate sustained promotion of continuous quality improvement in CLSU and capability programs for faculty;
- b. To formulate and implement institutional policies and guidelines for the implementation of an outcomes based and typology-based QA;

- c. To implement an outcomes-based institutional assessment/accreditation monitoring and evaluation tools that corresponds to the HEI typology;
- d. To help convene and provide secretariat support to accrediting bodies to ensure the harmonization across accrediting bodies and networks of outcomes-based program accreditation on the one hand, and institutional assessment/accreditation on the other;
- e. To continuously scan the regional and global environment for developments in the areas of program and institutional quality assurance;
- f. To review the institutional QA monitoring and evaluation reports and integrates the reviews of program QA monitoring and evaluations for appropriate interventions;
- g. To develop and maintain an accurate database of QA-related variables for all units of the University;
- h. To establish linkages with CHED units, HEIs, regional, and international organizations and other QA stakeholders in higher education; and
- i. To keep track of regional and international developments on QA and provide appropriate future directives and options.

Section 3. The QAO units which shall be headed by a Chief are:

- a. The Institutional and Academic Quality Assurance Unit which shall be responsible in providing the data needed on matters relating to quality assurance of institutional, graduate, and undergraduate programs; and
- b. The Quality Management System Core Unit which shall spearhead all activities related to the University's quality management system in compliance to the ISO 9001 standards.

Article 41. University Gender and Development Office (UGADO)

Section 1. The office shall ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of the Gender and Development (GAD) plans and GAD-related programs, activities, and projects of the University. It shall be headed by a Director directly under the OP.

Section 2. The UGADO Director shall be appointed by the University President and shall have the following duties and functions:

- a. To coordinate the implementation of gender mainstreaming geared towards promoting gender equity in all units of the University as provided by law;
- b. To ensure the integration of the principles of gender equality in curricular offerings and pedagogical systems and strategies;
- c. To spearhead the conduct of gender responsive researches and extension programs/projects and activities;

- d. To address gender and development issues and concerns through the conduct of gender sensitive trainings and seminars, and preparation of Information Education and Communication (IEC) materials; and
- e. To operate a child minding center to support employees' reproductive roles and sustain their productive role for the pursuit of quality life.

CHAPTER 2 THE GENERAL ADMINISTRATION AND SUPPORT SERVICES (GASS) PROGRAM

Article 42. The GASS Council

Section 1. Composition. The GASS Council shall consist of the Vice President for Administration (VPAD) as Chair with all the Directors of Service Divisions as members. All other offices which are not directly under the Office of the VP for Administration but perform administrative functions may attend the meeting upon invitation.

Section 2. Functions.

- a. To evaluate proposed policies, rules, regulations and guidelines emanating from its members to improve efficiency and effectiveness in the management of the Administration Program;
- b. To recommend non-academic personnel for scholarships and trainings;
- c. To resolve issues, conflicts and problems affecting general administration;
- d. To meet and discuss new issuances in order to have a common understanding and implementation of the same; and
- e. To perform such other powers and functions as maybe designated by higher authorities.

Article 43. The Goals and Objectives of the GASS Program

Section 1. Goal. The GASS Program shall provide all administrative and support services for an effective and efficient organization to ensure the attainment of the goals and objectives of the University.

Section 2. Objectives.

- a. To provide efficient management of the financial resources of the University;
- b. To provide all programs with competent and dedicated manpower, supplies, equipment and other materials;
- c. To formulate and implement systems and procedures to safeguard and preserve all resources of the University;

- d. To adopt an effective organizational structure which is responsive to the programs of the University and the changes in the environment;
- e. To provide students, faculty members and non-academic personnel with housing facilities and other physical amenities;
- f. To provide students, faculty members, non-academic personnel, their dependents and citizens of nearby communities with medical, dental and other health services; and
- g. To provide a peaceful, orderly and pollution-free environment.

Article 44. The Administrative Services

Section 1. The division performing administrative services shall be headed by a Director, and shall provide a responsive, relevant organizational complement capable of adapting to emerging demands and trends in the environment and to provide all necessary, implementable welfare programs for all employees of the University.

Section 2. The division director shall perform the following duties and functions:

- a. To assist the office of the Vice President for Administration in the day-to-day management/ administrative operations of the program;
- b. To supervise the activities of the administrative services division offices and ensure the efficient and effective performance of their assigned duties and functions;
- c. To coordinate with the various offices performing administrative and financial functions in the performance of his duties and functions; and,
- d. To perform such other related duties and functions as may be assigned by higher authorities.

Section 3. Each to be headed by a Chief, the offices under the division shall include but not limited to the following service functions:

- a. The office for human resource management and development shall provide well-screened and skillful manpower to all programs and implement realistic, relevant, continuing and effective human resource development programs responsive to the University's institutional vision and goals attuned to the demands of regional, national and global development. The office shall have a unit for human resources development, which shall take charge of a continuing program of training and development for the faculty and non-teaching personnel of the University.
- b. The office for the procurement shall provide the necessary physical assistance to all programs in terms of timely procurement of supplies, equipment and other materials for operation;
- c. The office for the property and supply management shall provide necessary safeguards and adequate systems and procedures in preserving fix and movable properties of the University; and
- d. The office for records management shall ensure the effective implementation of an efficient and responsive records management

program.

Article 45. The Auxiliary Services

Section 1. The division performing auxiliary services shall be headed by a Director and shall be responsible for the welfare of CLSU constituents and outside clients through better access to health services, provision of cheap but quality foods and domiciliary facilities and other auxiliary services as may be mandated.

Section 2. The division director shall perform the following duties and functions:

- a. To supervise and coordinate the overall operations of the auxiliary services units of the University;
- b. To assist the unit heads in the planning, implementation and evaluation of their respective programs;
- c. To perform supervisory activities regarding activities of each unit;
- d. To coordinate with other units of the University to facilitate office and unit operation;
- e. To prepare quarterly and annual financial report to the administration;
- f. To represent the auxiliary services in the Administrative Council; and
- g. To perform other functions as requested by higher authorities.

Section 3. The Auxiliary Services offices to be headed by a Chief shall include but not limited to the following service functions:

- a. The office for food and lodging services shall facilitate the provision of lodging services/venue for various trainings and seminar and catering services for university guests as well as outside clientele;
- b. The office for health and medical services shall provide the necessary health programs and services for faculty, staff members and students; and
- c. The office for student housing services shall respond to the housing needs of students and instill the values of discipline, leadership and cooperation through trainings and relevant activities.

Article 46. The Financial Management Services

Section 1. The division performing financial management services shall be headed by a Director, and shall provide sufficient, efficient and effective handling of the financial resources of the University.

Section 2. The division director shall have the following duties and functions:

- a. To direct and supervise the work and activities of offices performing financial management services functions;
- b. To ensure the preparation of the annual supplemental, special budgets and the like, of the University in consultation with the

- University President, and consolidate of supporting justifications and explanations relative thereto;
- c. To assist in the proper distribution and allocation of funds to the various units, projects and programs of the University in accordance with its duly approved budget;
 - d. To assist in providing justification/s of the budget proposals to reviewing authorities during budget hearings and other similar fora;
 - e. To confer with the officials of concerned government agencies on the release of funds of the University;
 - f. To prepare and submit reports on financial management matters as required by proper authorities; and,
 - g. To perform such other related functions as may be assigned by higher officials of the University.

Section 3. The offices under the Division shall be headed by a Chief, and shall include but not limited to the following service functions:

- a. The office for accounting service shall judiciously implement accounting procedures, systems and programs;
- b. The office for budgeting service shall be responsible in the preparation and monitoring of budget for the University; and
- c. The office for cashiering service shall receive money payments due to the university and to deposit the same to an authorized depository bank and to settle obligations of the University to various creditors.

Article 47. The Physical Plant and Site Development Services

Section 1. The division performing physical plant and site development services shall be headed by a Director, and shall maintain the University's power utilities, telephone system, water and sewerage facilities, office machines, laboratory apparatus and appliances, grounds, parks, road networks and drainage systems, buildings and physical structures, farm machineries and heavy equipment and transport vehicles.

Section 2. The division director shall have the following duties and functions:

- a. To direct the planning, implementation and monitoring/engineering supervision of the infrastructure projects of the University which include the preparation of designs, plans, technical specifications and contract documents;
- b. To direct and supervise activities of the various offices under the division;
- c. To provide technical assistance to various programs and special projects of the university;
- d. To coordinate with outside agencies involved in the implementation of infrastructure projects in the university;
- e. To represent the office in administrative meetings; and
- f. To perform other related duties as may be assigned.

Section 3. The offices under the division shall be headed by a Chief and shall include but not limited to the following service functions:

- a. The office for transportation services shall provide an efficient transportation system for the university constituents and visitors;
- b. The office for electrical and telephone services shall provide sufficient and responsive electrical services to the various offices, staff cottages and other CLSU constituents. It shall also operates to maintain telephone system for the University;
- c. The office for equipment repair and maintenance services shall provide repair and maintenance services of office machines of the University;
- d. The office for farm machinery services shall provide an efficient farm machinery servicing system through quality service and to properly maintain all the farm machinery and heavy equipment;
- e. The office for carpentry services shall provide immediate carpentry services to the various offices, staff cottages and other facilities of the University;
- f. The office for building and grounds maintenance services shall provide clean, sanitary, environment-friendly surroundings through clean and green activities; and
- g. The office for waterworks and sewerage services shall ensure the steady supply of domestic water and maintain sewerage lines in residential areas and other University facilities.

Chapter 3 THE ACADEMIC AFFAIRS PROGRAM

Article 48. The Council of Deans (COD)

Section 1. The Council of Deans (COD) assists the VPAA in the planning, implementation, management, and evaluation of the various academic programs, including all co- and extra-curricular, and other academic-related activities. The council also formulates policies related to the improvement and modernization of the academic and other related programs for consideration by the Academic Council or the Administrative Council.

Section 2. The COD shall be composed of the Vice President for Academic Affairs (VPAA) as Chair and all the Deans as members. The heads of program offices directly under the supervision of the VPAA shall be non-voting members of the COD. The leader of the faculty association, graduate student association, and undergraduate student body organization are the ex-officio members.

Article 49. Goals and Objectives of the Academic Affairs Program

Section 1. The goal of the Academic Affairs Program is to provide quality education that is characterized by the following features, among others:

strong in science and technology; proactive of future and relevant to the current needs of the country; and effective in promoting people empowerment, sustainable development and global competitiveness.

Section 2. The objectives are as follows:

- a. To develop students who possess not only academic competence but also lifelong competencies that prepare them to leadership roles in their respective communities;
- b. To provide knowledge and skills necessary for individual, community and national development such as entrepreneurship, innovativeness and advocacy among others; and
- c. To develop among the students and members of the community a strong sense of nationalism, concern for the environment and civic consciousness.

Article 50. The Academic Personnel

Section 1. The academic personnel of the University shall consist of all employees with teaching duties. They shall be classified as regular and non-regular faculty.

Section 2. The regular faculty members are those occupying faculty items. They are further classified as:

- a. University Professor
- b. Professor I to VI
- c. Associate Professor I to V
- d. Assistant Professor I to IV
- e. Instructor I to III

Section 3. The non-regular faculty members shall include the following who shall serve in accordance with the terms and conditions of their appointments:

- a. Professor Emeritus
- b. Affiliate Faculty Members
- c. Visiting Faculty Members
- d. Exchange Faculty Members
- e. Substitute, Part-time and Job Order Faculty Members

Section 4. The repeated re-designation/reappointment of a non-regular faculty member shall not guarantee the right to another designation or appointment or to a security of tenure.

Article 51. The Academic Research Council (ARC)

Section 1. The Academic Research Council (ARC) is envisioned to be a pool of highly qualified researchers and academicians, thus addressing the need for knowledge and skills in the academic sector, sharing expertise

and contributing in the realization of the vision and mission of the University.

Section 2. The ARC is committed to support and promote the vision and mission of the University through an active involvement of the academic sector in worthwhile research and development undertakings.

Section 3. The objectives of the ARC are:

- a. To stimulate the culture of excellence in research and development among the faculty members in the academic sector of the University;
- b. To foster institutional multidisciplinary research and development undertakings; and
- c. To pool the expertise of the faculty members in the academic sector.

Section 4. The ARC shall have six (6) clusters, namely:

- a. Agricultural Sciences, Fisheries and Veterinary Science and Medicine
- b. Business
- c. Environmental Management
- d. Breeder Sciences
- e. Engineering and Information Technology
- f. Humanities, Social Sciences and Education

Section 5. The Governing Board. The Governing Board shall be headed by the Vice President for Academic Affairs (VPAA) as chair and assisted by a Co-Chair and a non-voting secretary. The Heads of the six (6) clusters shall serve as Members. The Governing Board shall approve the nomination for membership based from the credentials submitted by the cluster head.

Section 6. Membership. The Academic Research Council shall be composed of active faculty members. They are nominated by their Department Heads and Deans. The members shall be classified as regular and associate.

Section 7. Membership Qualifications.

- a. Regular Member
 - (1) At least a master's degree holder;
 - (2) An active associate member of good standing for at least one (1) year from date of induction;
 - (3) Active in research and development or has produced original design/creative work for the past three (3) years; and
 - (4) (i) A sole author or co-author of at least three (3) research articles in refereed journal or published reviewed proceedings,

documented original designs, and/or creative works/ exhibited/ published/ performed after having been approved as associate member by the Governing Board or (ii) Discovered a new technology and has been patented.

- (5) In any of the following exceptional cases and upon recommendation of the concerned cluster head, all the above requirements are waived:
- i. Winner of an outstanding research/ original design/ creative work award in the national or international competition; or
 - ii. Ph.D. holder with three (3) publications in international refereed journal.

b. Associate Member

- (1) At least BS degree holder;
- (2) A sole author of at least two published scientific or technical articles, or reports of completed professional or documented original design/ creative works within the last five years; and
- (3) Active in research and development or has produced original design/creative work for the past three (3) years.

Article 52. The Sports Development Council (SDC)

Section 1. The Sports Development Council (SDC) shall be the body entrusted to formulate and recommend policies and implement rules pertinent to athletics, sports development and incentive scheme.

Section 2. Composition. The SDC shall be composed of the Vice President for Academic Affairs (VPAA) as Chair, the head of unit concerned with physical education and sports as Member-Secretary and the unit athletic managers as Members.

Section 3. Functions.

- a. To formulate and recommend policies pertinent to athletics, including the appointment of coaches and selection of athletes, subject to the approval of higher authorities;
- b. To implement rules and regulations pertinent to athletics, sports development and incentive scheme;
- c. To act as the investigating body to decide on cases arising from athletics and sports development concerns, subject to the review of the Office of the President; and
- d. In coordination with the unit for physical education and sports, to supervise the selection and training of athletes, keep and maintain necessary records, ascertain the qualification of athletes, and determine the privileges and incentives for athletes following the approved guidelines subject to the approval of the University President.

Article 53. The Cultural Affairs Development Council (CADC)

Section 1. The Cultural Affairs Development Council (CADC) shall be the body entrusted to formulate and recommend policies and implement rules pertinent to culture and incentive scheme for cultural performers, artists and trainers.

Section 2. Composition. The CADC shall be composed of the Vice President for Academic Affairs (VPAA) as Chair, the Dean of the office in charge of student affairs as Member-Secretary and the college deans, Director of the International Affairs Office, and the chair of the university undergraduate student council as Members.

Section 3. Functions.

- a. To formulate and recommend policies pertinent to cultural affairs, including the appointment of trainers and selection of cultural performers and artists, subject to the approval of higher authorities
- b. To implement rules and regulations pertinent to cultural engagement and incentive scheme; and,
- c. In coordination with office responsible for student affairs, to supervise the audition and training of cultural performers and artists, ascertain the qualification of cultural performers and artists, and determine the privileges and incentives for cultural performers and artists following the approved guidelines subject to the approval of the University President.

Article 54. The Academic Units

Section 1. The academic affairs program shall be composed of degree-granting units, academic service offices and other units necessary to carry out the curricular programs and academic thrusts of the University. The creation, abolition merging or splitting of these units shall require the approval of the Board of Regents.

Section 2. The University offers degree programs through the following units:

- a. Colleges. A college is a unit under the academic affairs program whose primary role is to provide higher and advanced education services to students. In addition to undergraduate and graduate degrees, the colleges may also offer certificate, diploma and specialized high school programs. Colleges are also engaged in research and extension/production activities.
- b. Unit for Distance, Open and Transnational Education. The university shall maintain a unit responsible for the offering of non-residential mode programs.

Section 3. Academic Service Offices are units whose main responsibility is to provide support services to students including those related to admission and registration and the promotion of student welfare.

- Section 4. Institutes and Centers are units under the colleges that are organized to carry out education, research, extension and/or production activities, or provide service. They serve as research and extension arms of the colleges.
- Section 5. Units for Programs and Services are under the direct supervision of the VPAA whose primary role is to implement a specific program (e.g. NSTP and equivalency accreditation program) or provide a specific service (e.g. library).
- Section 6. A department is a component of a college consisting of faculty members with similar or related specialization, enabling them to offer a degree program (or a group of courses in a degree program) and engage in discipline-relevant research, extension and production endeavors. A department may also offer courses for programs offered by other departments or colleges. It has a minimum of four (4) faculty members, including the head.
- Section 7. A sub-unit is a component of an office, center, institute, laboratory or department.
- Section 8. A laboratory or facility is a special unit organized to pursue research on a specific field and/or provide laboratory services. It is a component of a college.
- Section 9. The units under the academic affairs program shall be headed by the following:
- a. Dean. Degree-granting units and academic and academic service offices shall be headed by a dean. The position is administrative in nature.
 - b. Center/Institute Head. Centers and institutes are led by heads, who are performing administrative functions.
 - c. Program Head and the University Librarian lead units under the supervision of the VPAA that implement a specific program or provide specific service. The positions are administrative in nature.
 - d. Department Head. The departments that comprise a college shall be led by a head, who shall perform administrative duties.
 - e. In-charge. The sub-units of academic service units, departments, centers, institutes, laboratories and facilities shall be led by a personnel-in-charge. If the sub-unit has at least one plantilla position (other than the personnel-in-charge), the position is administrative in nature.
 - f. Coordinator. If the sub-unit has no personnel with plantilla item to be supervised, the position shall be considered as extra-curricular.

Article 55. The Degree-Granting Units

Section 1. The colleges and the unit for distance, open and transnational education shall be headed by a Dean who is designated by the University President in consultation with the Vice President for Academic Affairs for a term of one (1) year subject to the confirmation by the Board of Regents without prejudice to re-designation. He/she must possess:

- a. an appropriate doctoral degree relevant to the college that he/she will lead;
- b. a valid license if required in the college he/she will lead;
- c. with an academic rank of at least Professor I;
- d. with at least five (5) years experience in teaching; and
- e. with five (5) years administrative experience.

Section 2. The Dean shall have the following duties and functions:

- a. To supervise the implementation of the various curricular, co- and extra-curricular activities of the college in coordination with the Department Heads, and initiates the regular review of existing course offering;
- b. To supervise the implementation of the activities of the center(s), institute(s), laboratory(ies) and facility(ies).
- c. To conduct semestral and annual evaluation of Department/Center/Institute/ Laboratory/Facility Heads and review the performance ratings of faculty members and staff;
- d. To review and approve the workload of faculty and staff members of the college;
- e. To determine the resource needs of the unit, collates and prepares the college financial plan, and programs/monitors their efficient utilization;
- f. To develop, review and update the development plan of the college in accordance with the University's vision, mission, goals and objectives;
- g. To design and implement programs and activities that will promote harmony, solidarity and unity among the various college constituents; and
- h. To perform other functions as may be assigned by higher authorities.

Article 56. The College Academic Council

Section 1. Each college shall have a College Academic Council with the Dean as Chair and all faculty members, including those who consider the unit as their home college, with at least an assistant professor rank as members.

Section 2. The College Registrar, who is designated by the Dean, shall act as the Secretary of the Council. The College Graduate Program Coordinator shall serve as the assistant secretary of the Council.

Section 3. The College Academic Council shall have the following powers and functions:

- a. To implement academic policies and guidelines governing the implementation and administration of the curricular programs, activities and operations of the college;
- b. To plan, formulate and recommend curricular programs and other instruction-related activities to the Council of Deans through the VP for Academic Affairs then submitted to the University Academic Council for final action or recommendation to the Board of Regents for approval; and
- c. To recommend candidates for graduation.

Section 4. The unit for distance, open and transnational education shall not maintain a separate college academic council. Its proposals and list of candidates for graduation shall be forwarded to the concerned college academic councils for deliberation, approval or endorsement.

Article 57. The Departments

Section 1. The faculty members of a college shall be grouped into departments.

Section 2. The department shall be based on the field of study or discipline of the college.

Section 3. A department shall be led by a Head and shall have a minimum of four (4) resident faculty members (including the head). The term of appointment for the head shall be one (1) year subject to renewal by the appointing authority.

Resident faculty members are those whose main affiliation is the department. They may, however, be detailed to other units (e.g. as head of an office).

In addition to resident members, a department may also serve as the 'home department' of faculty members whose main affiliation is a research, extension, production or student service unit. The instruction activities of these faculty members shall be assigned and supervised by the head of the home department and the dean of the college where the home department belongs.

Section 4. The Department Head shall have the following functions:

- a. To supervise curricular and co-curricular activities of the department and such other activities assigned to the department by the higher authorities;
- b. To identify textbooks and other reference materials and take the lead in the preparation of course syllabi and other instructional materials for use in specific subjects;
- c. To assign workload among the faculty members of the department,

- including tasks for thesis, field practice or apprenticeship advisement;
- d. To initiate and recommend the development and offering of new curricular programs, and cause the revision or abolition of existing courses or curricular programs; and,
- e. To implement and supervise other academic and administrative matters in the department.

Section 5. Minimum Qualifications. For a faculty member to be considered for appointment to the position of Department Head, he/she shall meet the requirements set by the relevant CHED memorandum order (CMO) for the program(s) offered by the department.

In addition to the requirements of the relevant CMO, the Head shall also meet the following qualifications:

- a. Must hold a permanent faculty position;
- b. Must be a member of the Academic Council;
- c. Must have been a resident member of the Department for at least two (2) years before his/her appointment;
- d. Must possess a doctoral degree in a field of specialization relevant to the Department he/she will head;
- e. For departments with certain professional requirement, he/she must have passed the appropriate professional/board examination.

Section 6. The University President may also appoint a member of the department as acting head.

Article 58. An Office for Student Affairs

Section 1. An academic service office for student affairs, which is headed by a Dean, is the center of information, activities and services relative to the co-curricular and extra-curricular needs of students.

Section 2. It shall promote the development of students' talents, potentials, and leadership capabilities through its program thrusts of self-growth and awareness, cooperative living and learning, leadership development and enhancement, productive use of leisure, and enhanced cross-cultural adjustment.

Section 3. The office shall pursue its objectives through various sub-units.

Article 59. An Office for Admission, Registration and Related Services

Section 1. The office for admissions, registration and related services, which is headed by a Dean, shall provide the initial and final services to students being the source of curricular and co-curricular guidance.

Section 2. It is responsible in the admission and registration of students; and attends to the safekeeping, management, administration, updating, and issuance of all academic records and other related records of students.

Section 3. The office leads in the preparation of the university academic calendar, and coordinates commencement exercises and the recognition programs.

Section 4. It assists in the preparation of academic catalogues and other curricular announcements in consonance with the policies and guidelines promulgated by higher authorities.

Article 60. The University Library and Information Services

Section 1. The University Library and Information Services, headed by a University Librarian, shall provide services relative to the library needs of the student, faculty members and other clientele.

Section 2. It formulates a Library Development Program, coordinates technical services in all the Reading Centers in the University and ensures cooperation and complementation of library services network.

Section 3. It enforces library rules and regulations and, pursuant thereto, exercise the following powers:

a. To impose administrative fines and exercise disciplinary actions, curtail library privileges, and implement general rules on discipline in accordance with university policies; and

b. To perform other related duties as may be prescribed by law or assigned by the appropriate authority.

Section 4. The Learning Resource Centers In-charge shall exercise the above powers in their respective Reading Centers.

Article 61. The Library Committee

Section 1. The Library Committee shall consist of the Vice President for Academic Affairs as the Chair and nine (9) members to be appointed for a term of three (3) years by the University President from the humanities, the physical and biological sciences, other fields of study, and the professional schools.

The University Librarian shall serve as Vice-Chair and one Librarian as secretary/recorder. The faculty representatives shall serve three-year terms.

Section 2. The Library Committee shall:

a. promulgate policies regarding the acquisition and services program

- of the University Library;
- b. advise and recommends to the University Librarian matters pertaining to collection development and use;
- c. recommend to the authorities the fees and other charges for the use of the library; and
- d. serve as the conduit for suggestions from faculty and students for the improvement of the library facilities and its services.

It shall meet once a year and at such other times as may be deemed necessary.

Article 62. The Institutes, Centers, Laboratories and Facilities, and Programs

Section 1. In addition to departments, colleges may have institutes, centers, laboratories and facilities to carry out specialized education, research, extension and/or production activities.

Section 2. The academic affairs program shall have units for the implementation or coordination of specific programs such as the graduate programs, equivalency accreditation of degree programs, NSTP, NBC evaluation, and testing and evaluation program.

Article 63. The Office of the Vice President for Academic Affairs

Section 1. The VPAA shall be assisted by a secretary and office staff in the implementation and supervision of the activities of the academic affairs program of the university.

Section 2. The Program Secretary shall perform the following duties and functions:

- a. To assist in the supervision of the OVPAA administrative staff to ensure effectiveness and efficiency of the day-to-day operations of the office;
- b. To prepare communications/reports required/ requested by the VPAA and other officials of the university;
- c. To attend and record proceedings of all COD meetings; and
- d. To perform other duties as may be required by the upper management.

Article 64. Faculty Workload and Performance Evaluation

Section 1. The University shall adopt a policy on faculty workload which is consistent with issuances from CHED and other relevant government agencies.

Section 2. The performance of academic personnel shall be evaluated using an instrument developed by the Philippine Association of State Universities and Colleges and administered by a center focusing on

testing and evaluation. The university shall adopt a set of guidelines for the evaluation of faculty performance.

Article 65. Student Government and Publication

Section 1. The university shall recognize an official organization of undergraduate students, the leader of which shall represent the students in the Board of Regents.

Section 2. The university shall also recognize an official organization of graduate students.

Section 3. The college students in the university shall maintain an official publication.

Article 66. Student Code

Section 1. The university shall have a Student Code that specifies the rights and duties of students and contains the code of discipline that applies to students.

Article 67. Academic Rules and Regulations

Section 1. There shall be a set of rules and regulations that govern the implementation of the academic programs of the university. It shall be in compliance with the latest issuances of the CHED and approved by the Board.

Chapter 4 THE RESEARCH AND EXTENSION PROGRAM

Article 68. The Council of R&E Directors (CORD)

Section 1. Functions of the CORD. The CORD assists the VPRES in the planning, implementation, management, monitoring, and evaluation of various R&E programs and activities.

Section 2. Composition of the CORD. The CORD shall be composed of the VPRES as chair, with the Directors/Heads of the different core and specialized centers under the R&E Program as members. The Program Secretary of the OVPRES shall also be a member to represent the administration staff of the R&E.

Section 3. The functions of the CORD members are:

- a. To assist the VPRES in the formulation of policies, plans and program, guidelines and regulations pertinent to the research and development programs of the university;
- b. To perform other duties as may be delegated by the VPRES.

Section 4. The Chair of CORD performs the following functions:

- a. To preside over all CORD meetings;
- b. To initiate and coordinate the overall R&D/E planning, implementation, monitoring and evaluation of the R&E programs of the university; and,
- c. To perform other duties as maybe delegated by the University President.

Article 69. Goals and Mission of the R&E Program

Section 1. The R&E Program Goal. To actively support sustainable agro-industrialization and balance socio-economic growth through technology and information generation and commercialization, integrated capability building, communication advocacy on market-driven innovations and partnership with key sectors of development.

Article 70. The R&E Core and Specialized R&D Centers

Section 1. The University Research Center shall serve as a continuing source of appropriate technologies, knowledge, information systems, management schemes, and services on the uniqueness of the University in agriculture, environment and natural resources that will meet the requirement of agro industrializing communities.

It shall be headed by a Director who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Director shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 2. The University Extension Center shall undertake innovative and relevant extension programs and services for an enhanced technology dissemination and utilization efforts. In cooperation with the other units of the University and other agencies, the University Extension Center shall provide technology services, information services, local governance development, resource linkaging/networking, nutrition and livelihood, micro financing, consultancy and village level infrastructure projects development.

It shall be headed by a Director who shall be designated by the University President for a period of one (1) year without prejudice to re-designation subject to the confirmation of the Board of Regents. The Director shall be a holder of Doctor of Philosophy degree with specialization in extension, rural/community development or development communication, community development with an

academic rank of at least Associate Professor, with at least three (3) years of experience in extension management and three (3) years of administrative experience.

Section 3. Freshwater Aquaculture Center (FAC). The FAC is a multi-disciplinary research unit of the University which is responsible for aquaculture and fisheries research and development. It shall contribute to livelihood enhancement and shall achieve a positive impact towards the attainment of improved production and management of the country's inland fisheries resources.

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in Aquaculture and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 4. Philippine Carabao Center at CLSU (PCC at CLSU). The PCC at CLSU shall help improve the general well-being of rural farming communities through carabao genetic improvement, technology development and dissemination, and establishment of carabao-based enterprises thus ensuring higher income and better nutrition.

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in livestock and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 5. Small Ruminant Center (SRC). The SRC shall be the primary facility in developing, disseminating and commercializing technologies relevant to the socio-political well-being, technical and economic needs, environmental concerns and cultural demands of its clientele

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in livestock and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 6. Ramon Magsaysay - Center for Agricultural Resources and Environmental Studies (RM-CARES). The RM-CARES shall serve as a continuing source of appropriate technologies and information on sustainable environment and agricultural resources management that will sustain agro-industrialization of the communities it serves.

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in agriculture and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 7. Land and Water Resources Management Center (LWRMC). The LWRMC shall provide the leadership and direction towards the rational utilization of the finite land and groundwater and surface water resources through extensive research, human resource development, and provision of trainings and technical assistance.

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in Agricultural Engineering and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 8. Center for Renewable Energy and Technology (CRET). The CRET is a part of the comprehensive Philippines Energy Program, the national Renewable Energy (REP) was formulated to help ensure the promotion and commercialization of renewable energy resources and technologies in the country.

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in Agricultural Engineering and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Section 9. Philippine-Sino Center for Agricultural Technology (PhilSCAT). The center is primarily geared towards implementing the TCP with the goal to produce high yielding and quality hybrid rice varieties in the Philippines by improving its existing agricultural research, production and promotion competencies through the China-Philippine cooperation

and the utilization of PhilSCAT-bred varieties and technologies by Filipino farmers to accelerate rice sufficiency and achieve prosperity through mechanized hybrid rice farming system.

It shall be led by a Head who shall be designated by the University President for a period of one (1) year without prejudice to re-designation, subject to the confirmation of the Board of Regents. The Head shall be a holder of an appropriate doctoral degree in Philosophy (or Science), preferably with at least three (3) years of experience in Agriculture/Agricultural Engineering and related research and development management, at least three (3) years of administrative experience, and an academic rank of at least an Associate Professor.

Article 71. The R&E Personnel

Section 1. The R&E shall be headed by a Vice President duly designated by the University President. The VPRE shall be the Chair of the Council of R&E Directors (CORD). Other personnel are the Heads of the core and specialized R&D centers, Division Heads, and other staff occupying positions that are appropriate to the research and extension program roles and functions.

Section 2. The Directors/Heads of R&E core and specialized R&D centers have the following duties and responsibilities:

- a. To direct the planning, implementation and evaluation of research and extension programs and activities to ensure the effective development of packages of technologies to help respond to local/regional and national needs;
- b. To coordinate with other units of the university and/or related agencies to bring about inter-agency program complementation and efficient utilization of available resources through a functional management information system;
- c. In the absence of the VPRE, to represent the R&E Program in appropriate bodies/offices, to chair staff meeting and to cause resolution of conflicts based on established policies and sound management practices;
- d. To recommend budget for the effective and efficient management of the R&E offices;
- e. To coordinate/link with other units of the University, local government units (LGUs), government organizations (GOs), non-government organizations (NGOs) and people's organizations (POs) to bring about complementation and partnership; and
- f. To perform other related functions that may be required by the top management.

Section 3. The Program Secretary performs the following duties and functions

- a. To assist in the supervision of the R&E administrative staff to ensure effectiveness and efficiency of the day-to-day operations of the

- office;
- b. To serve as the link between the R&E top management and the lower managerial/ supervisory officials;
- c. To prepare communications/ reports required/ requested by the VPRE and other officials of the university;
- d. To attend and record proceedings of all R&E management meetings; and
- e. To perform other duties as may be required by the upper management.

Section 4. The Division Heads have the following duties and functions:

- a. To coordinate planning, implementation and evaluation of research and extension programs to ensure effective development and implementation;
- b. To complement with other units of the university to bring about efficient utilization of available resources and cause continuing enrichment of project activities related to conceptualization of research and extension priorities;
- c. To represent the division in appropriate offices or bodies, chairs division meetings and cause resolution of issues/problems;
- d. To act in behalf of the director whenever he/she is on official business trips or on leave; and
- e. To perform other duties/responsibilities as directed/requested.

Section 5. The Program/Project Leader performs the following duties and functions:

- a. To help the Division Heads carry out objectives of the projects by:
 - a.1 formulating research/extension project plans and operational schemes;
 - a.2 providing advice to unit head on the direction and evaluation of staff performance;
 - a.3 carrying out research/ project plans and overseeing their full implementation;
 - a.4 identifying problems that may adversely affect the unit's stability and instituting measures to solve or put them under control;
 - a.5 preparing preliminary reports on the research/ project and helping finalize terminal reports and other write-ups that may be requested;
 - a.6 seeing to it that the welfare of the research/project staff is properly taken cared of; and
 - a.7 observing/ evaluating research/project staff performance.
- b. To attend in-service training programs and participate actively in unit meetings/activities;
- c. To represent the Division Head in appropriate offices/bodies and prepares reports on results of such representation;
- d. To chair meetings as may be assigned; and
- e. To perform other duties and responsibilities as directed/requested.

Section 6. The Study Leader performs the following duties and functions

- a. To help prepare R&D proposals;
- b. To conduct experiments/surveys on R&D priority areas;
- c. To carry out plans/proposals specifically assigned to him/her and makes necessary reports on activities undertaken;
- d. To supervise research assistants, aides and enumerators in the conduct of research;
- e. To provide technical assistance in line with specialization to end-users of technology packages; and
- f. To perform other duties and responsibilities as may be assigned.

Article 72. The Central Luzon Agricultural Resources and Development Consortium (CLARRDEC).

Section 1. Mandate. In coordination with the Philippine Council for Agriculture, Aquatic, and Natural Resources Research and Development (PCAARRD) and the Regional Research and Development Coordinating Committee (RRDCC) of Central Luzon, CLAARRDEC is mandated to review and update R&D efforts in relation to regional needs in agriculture, fisheries, forestry and natural resources.

Section 2. Composition. CLAARRDEC is composed of different coordinating and implementing agencies conducting or promoting research and development in agriculture, fisheries, forestry and natural resources in Central Luzon which have been grouped to work together along specific objectives, share expertise and resources and complement each other to push further the horizons of R&D in the region.

Section 3. Consortium Director. The Consortium Director shall be designated from the host institution and shall be selected from personnel occupying SG-24 position under the Civil Service Commission qualification standards.

**CHAPTER 5
THE UNIVERSITY BUSINESS AFFAIRS PROGRAM (UBAP)**

Article 73. Goals and Objectives of the Business Affairs Program

Section 1. Goal. To effectively and efficiently operate and manage agri-based and non-agri-based income generating projects of the University, and to serves as a model in entrepreneurial programs.

Section 2. Objectives of the Business Affairs Program

- a. Manage and supervise all income generating projects by harnessing the University resources, facilities and expertise;
- b. Catalyze and complement the instructional, research, extension, and development programs of the University;

- c. Provide production, processing, and marketing models to farmers, SUC's and other institutions;
- d. Provide quality products and services to faculty, staff and students of the University, and outside clientele/customers;
- e. Provide faculty and staff additional opportunities to augment their income and venue for students to earn while they learn;
- f. Enhance the income generating capability of the University in meeting its institutional needs and towards self-sufficiency; and
- g. Assist in the livelihood programs of the government.

Article 74. The Divisions of the Business Affairs Program

Section 1. The Crop Production Division (CPD) is headed by a Director/Manager. It shall include all projects pertaining to crops production and processing.

Section 2. The Animal Production Division (APD) is headed by a Director/Manager. It shall include all projects involving poultry, livestock and fish production and processing.

Section 3. The Business Development Division (BDD) is headed by a Director/Manager. It shall include income generating projects categorized as commercial and allied services not classified under Sections 1 and 2 hereof. The BDD supports the UBAP's commercial activities and engages in outreach efforts directed toward supply-chain partners and also provides market trends and intelligence to the management to support critical decision making.

Section 4. There shall be as many projects as necessary and permissible to carry out the goals and objectives of the program. Projects shall be headed by a project in-charge duly appointed by the University President as may be recommended by the VPBA/COO.

Article 75. Management Level of the UBAP

Section 1. The University Business Affairs Program shall be headed by the Vice President for Business Affairs (VPBA)/COO duly designated by the University President. The Business Development Council shall be composed of the VPBA/COO as the Chair, and the Division Directors/Managers and stakeholders' representatives as members.

Section 2. Business Development Council (BDC). The BDC shall have the following duties and responsibilities:

- a. To develop and implement strategies that will maximize the synergies among the different University business affairs program areas;
- b. Actively participate in all BDC meetings with utmost objectivity;
- c. Support projects, campaigns and other activities of the UBAP; and
- d. Perform such other relevant tasks as maybe designated and/or

delegated by the VPBA/COO.

Section 3. Division Directors/Managers. These are referred to as the first level managers; they are subordinates of the VPBA/COO and are generally responsible for the organization and direction of the project in-charge. The designated Division Directors' duties and responsibilities include, but not limited to the following:

- a. Develop and implement strategies that will maximize the synergies among different university business affairs program areas;
- b. Assume direct responsibility for the overall supervision and administration of all project components under his/her domain to achieve established targets with optimum efficiency;
- c. Implement specific policies, programs, and procedures and serve as the link between top level management and lower managerial personnel;
- d. Draw comprehensive project plan and budget of the different projects under their jurisdiction and prepare performance reports that may be needed by the VPBA/COO and other top-level management;
- e. Conduct periodic check and review of records and information of the projects within their areas of responsibility;
- f. Attend BDC meetings and other top-level management meetings as maybe required;
- g. Submit regular/progress reports to the VPBA/COO; and
- h. Perform other related functions as may be required by the VPBA/COO or the University President.

Section 4. Project in-charge. Project in-charge are the frontline supervisors of the program as they feature at the base of project operations. His duties and responsibilities include, but not limited to the following:

- a. To meet financial objectives by forecasting investment requirements, scheduling expenditures, analyzing variances, and initiating corrective actions;
- b. Assume direct responsibility, liability, and accountability of project operations and administration;
- c. Plan, organize, direct, control, motivate, train, and effectively communicate with project personnel;
- d. Prepare necessary project plan and budget or feasibility study, including specific studies for project's improvement and/or expansion;
- e. Accomplish and evaluate income and related business performance and financial records against a set of objectives and standards and make recommendation(s);
- f. Continuously develop ways and means of carrying the unit's tasks more efficiently and effectively;
- g. Conduct regular monitoring of project status, check-up of tools and equipment and keep the concerned Division Director/Manager informed of all events, circumstances, and developments within the project;

- h. Maintain discipline among project personnel;
- i. Keep and maintain records, and submit regular reports to the Division Director/Manager of the project where he/she is assigned, copy furnished the COO; and
- j. Perform other related functions and duties as maybe delegated by the responsible Division Director/Manager, the COO and/or the University President.

Section 5. Institutionalized Unit. An institutionalized unit emerged from an externally-funded project/program and displayed potential contributions towards the attainment of the thrusts of the University, hence made an organic part of the University thru absorption into the CLSU structure by virtue of the approval of the Board of Regents.

BOOK II
THE ADMINISTRATION OF PERSONNEL, FINANCES AND PROPERTIES

TITLE FOUR
HUMAN RESOURCE MANAGEMENT

Chapter 1
RECRUITMENT AND APPOINTMENT OF PERSONNEL

Article 76. General Provisions

- Section 1. Opportunity for employment in the University shall be open to all qualified citizens of the Philippines. Positive efforts shall be exerted to attract the best qualified persons, preferably from among the outstanding graduates of the University, to enter the service.
- Section 2. Selection of employees for appointment in the University shall be made strictly on the basis of merit and fitness, in accordance with the policies, rules and procedures laid down in the two (2) separate Merit Selection Plans and System of Ranking Positions promulgated by the University for the faculty and the non-teaching personnel and, as far as practicable, the qualification standards established by the Civil Service Commission and such other evaluation criteria as may be adopted by the University.
- Section 3. Selection of employees shall be based on their relative qualifications and competence to perform the duties and responsibilities of the position.
- Section 4. There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation.
- Section 5. Vacant positions marked for filling shall be published in accordance with Republic Act 7041 (Publication Law). The published vacant position shall also be posted in at least three (3) conspicuous places in the University for at least ten (10) calendar days. Other modes of publication shall be considered.
- Section 6. All personnel of the University shall be appointed by the University President. The precise terms and conditions of every appointment shall be stated in writing.

Article 77. The Merit Promotion Plan and System of Ranking Positions

- Section 1. The University shall establish Merit Promotion Plan and System of Ranking Position each for the faculty and the non-teaching personnel which shall be administered in accordance with the provisions of the Civil Service law and the rules, regulations and standards to be promulgated by the Civil Service Commission.

Section 2. The Merit Promotion Plan and System of Ranking Position shall include provisions for a definite screening process and shall define the composition of Selection Board which shall assist the University President in the judicious and objective selection and promotion of employees in the University.

Article 78. Regular Faculty and Administration Support Personnel

Section 1. The policies and procedures established in the Merit Selection Plan for Faculty shall be observed in the appointment and promotion of faculty.

Section 2. Recruitment, selection and appointment of non-teaching personnel shall be made on the basis of the qualification standards, rules and regulations promulgated by the Civil Service Commission and the policies and guidelines set forth in the approved Merit Selection Plan for Non-teaching personnel.

Article 79. Non-Regular Personnel

Section 1. When the exigency of the service so requires, the University shall recruit non-regular and contractual faculty and non-teaching personnel in accordance with the existing laws, rules and regulations and subject to the availability of funds for the purpose.

Section 2. Engagement of personnel to any non-regular and contractual position in the University shall not carry with it any vested right to reappointment or renewal of contract much less to security of tenure of office, nor said contractual appointment be construed as a continuation of a previous contractual employment of the same person to the same position. Each contract of service to undertake a specific work shall be treated as a separate contractual employment.

Section 3. Specific guidelines shall be adopted for the purpose and shall include the detailed process, documentary requirements and template of forms and contracts for accomplishment.

Article 80. Affiliate Faculty and Co-Adviser

Section 1. As needed, the university may appoint faculty members from other higher education institutions or personnel from government agencies or private organizations as affiliate faculty to teach courses in the graduate or undergraduate programs and/or serve as thesis/dissertation co-adviser.

Section 2. Specific guidelines on the appointment of affiliate faculty shall be adopted by the university.

Chapter 2

TERMS AND CONDITIONS OF EMPLOYMENT

Article 81. Working Hours

- Section 1. Non-teaching personnel and faculty shall render not less than eight (8) hours a day for five (5) working days a week, or a total of forty (40) hours per week exclusive of time spent for lunch.
- Section 2. Any deviation from the normal official hours, such as the flexible working hours may be allowed, subject to the discretion of the University President taking into consideration the applicable law and regulations appertaining thereto.
- Section 3. Full time faculty members shall render the required minimum teaching hours a week, based on the standards set by appropriate government agencies, which shall include the actual classroom instruction workload and other teaching related activities such as but not limited to lesson and syllabi preparations and consultation with students.
- Section 4. Non-teaching personnel who are teaching on a part time basis shall carry a teaching load of not more than the maximum number of hours set by the CHED and other relevant government agencies.
- Section 5. When the exigency of the service so requires, the University President may authorize the extension of the daily working hours or the rendering of overtime services, even during Saturdays, Sundays, and holidays, by any faculty member or non-teaching employee of the University with additional compensation unless otherwise provided for by applicable laws and regulations.
- Section 6. It shall be the duty of the head of department or unit to require all personnel under him/her to strictly observe the prescribed working hours.

Article 82. Service Report

- Section 1. With the exception of the University officials enumerated in the immediately succeeding section, all members of the faculty and non-teaching personnel shall be required to submit their duly accomplished daily time records or service report to the Human Resource Management Office within five (5) days following the last day of each month. Non-submission of said document shall be a valid reason to hold the salary and other compensation of the employee concerned until he/she submits the same.
- Section 2. The following officials of the University shall be exempted from accomplishing daily time record:
- a. University President

- b. Vice-Presidents
- c. Deans and Directors
- d. University and Board Secretary
- e. In the case of b and c above, the University President shall certify for their having rendered services as such, if so required by a competent higher authority.

Section 3. Every head of department or unit of the University shall require the proper accomplishment of the daily time records of all personnel under him/her, including those on field assignments, to be kept in prescribed form and place.

Section 4. Falsification or irregularities in the observance of working hours and the keeping and accomplishment of daily time records shall be valid grounds for appropriate disciplinary action.

Article 83. Faculty Workload

Section 1. All University personnel with academic rank shall teach and shall abide by the specific policies on workload.

Article 84. Basic Salaries

Section 1. All members of the faculty and non-teaching personnel shall receive salaries in accordance with the salary schedule issued by the Department of Budget and Management.

Section 2. Non-regular personnel shall be entitled only to compensation stipulated in their contracts of employment, as prescribed by applicable laws, rules and regulations.

Article 85. Additional Compensation

Section 1. All regular employees shall be entitled to other compensations such as allowances, year-end bonus, cash gift and other forms of compensation in accordance with existing laws and regulations.

Section 2. Authorized officials of the University shall be entitled to fixed representation and transportation allowances and other incentives prescribed by existing laws and regulations.

Section 3. Personnel holding regular plantilla items who are given designation may be entitled with additional compensation as allowed under existing laws and regulations or as may be promulgated by the BOR. Additional compensation may be in the form of ETL for faculty members and Service Credits for non-academic personnel.

Section 4. Non-teaching personnel shall be paid for rendering overtime service upon previously approved request by the Chief of the office concerned

at rates authorized by applicable laws and regulations subject, however, to existing guidelines and availability of funds for the purpose.

Chapter 3 CAREER ADVANCEMENT AND OTHER PERSONNEL ACTIONS

Article 86. Advancement in Rank or Position

- Section 1. Advancement in rank or position of faculty and non-teaching personnel of the University shall either be by promotion to next higher position or by appointment to an upgraded or reclassified position, usually accompanied by an increase in salary.
- Section 2. The policies and procedures established in the Merit Promotion Plan and System of Ranking for both faculty and non-teaching personnel of the University shall be strictly observed in the promotion and advancement in rank or position.
- Section 3. The Civil Service rules and procedures for promotion of employees in government service shall be supplementary to the duly approved Merit Selection and Promotion Plan of the University.
- Section 4. Upgrading and reclassification of positions in the University shall be subject to approval of higher authorities.

Article 87. Appointment of University Professors

- Section 1. Subject to the provisions of applicable laws and regulations, and the confirmation of the Board of Regents, the University shall formulate and adopt guidelines on the appointment of University Professor from among the qualified full-pledged professors of the University.

Article 88. Professor Emeritus

- Section 1. Subject to applicable laws and regulations the University shall adopt and implement the awarding of Professor Emeritus to qualified and retired faculty members.

Article 89. Professorial Chair

- Section 1. Subject to applicable laws and regulations the University shall adopt and implement the awarding of Professorial Chair/s to qualified faculty members.

Article 90. CLSU Post Doctoral Research Fellowship

- Section 1. In order to promote the advancement of research of the University and the prospective collaborating institution/s, and to provide opportunities

for post doctoral fellow, CLSU shall adopt a Post Doctoral Research Fellowship Guidelines.

Article 91. Other Personnel Actions

Section 1. Other personnel actions such as transfer, reinstatement, reemployment, detail, secondment, demotion, separation, and other actions shall be governed by existing laws and regulations, and other pertinent policies prescribed by the University.

Chapter 4 PERFORMANCE EVALUATION AND INCENTIVE AWARD SYSTEMS

Article 92. Strategic Performance Management System

Section 1. The performance of all University personnel shall be evaluated in accordance with the strategic performance management system adopted by the University which shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness.

Section 2. The strategic performance management system may provide for at least five adjectival ratings, such as outstanding, very satisfactory, satisfactory, unsatisfactory, and poor.

Section 3. No employee shall be considered for promotion unless the last performance rating is at least very satisfactory. Performance ratings of officials and employees shall also be the main basis in other personnel actions and in the granting of other personnel benefits subject to applicable rules and regulations.

Article 93. Program on Awards and Incentives for Service Excellence (PRAISE)

Section 1. There shall be an established and strengthened Program on Awards and Incentives for Service Excellence (PRAISE) in the University to be concurred by the CSC which shall encourage creativity, innovativeness, efficiency and integrity in the public service by recognizing and rewarding faculty and non-teaching personnel, individually or in groups for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services in the public interest and the personal efforts which contributes to the efficiency, economy, and improvement in government operations, which lead to organizational productivity.

Section 2. All permanent members of the faculty and non-teaching personnel who meet the criteria for each specific award shall be entitled to receive the award including those whose responsibilities include the making of suggestions, formulation of plans and policies or making

recommendations to achieve greater efficiency and economy in the University.

Article 94. Faculty Performance Evaluation

Section 1. There shall be specific faculty performance evaluation guidelines established in accordance with the Strategic Performance and Management System (SPMS) and those set by the University through the CTEC.

Chapter 5 HUMAN RESOURCE DEVELOPMENT

Article 95. General Provisions

Section 1. In order to achieve the objective of bringing about highly educated and professionalized manpower resources, the University shall develop and implement a continuing program of training and development for its faculty and non-teaching personnel.

Section 2. Selection of participants to training and development program shall be based on actual needs of the University for specialization and enhancement of competence, taking into consideration the development program thrusts and development plan of the Institution.

Section 3. The university shall adopt rules and regulations pertaining to personnel development.

Chapter 6 PERSONNEL RELATIONS AND WELFARE SERVICES

Article 96. Health, Safety and Social Services

Section 1. In order to sustain a high level of productivity and morale among the faculty and staff, the University shall:

- a. Take proper steps towards the creation of an atmosphere conducive to management-employee relations and improvement of the morale of the University personnel by making provisions for health, safety, welfare, counseling, recreation and other related services;
- b. Keep and maintain workplaces free from hazards that are causing or likely to cause physical harm to employees or damage to property; and
- c. Provide security measures for the safety and protection of persons and properties inside the campus.

Article 97. Personnel Relations

Section 1. To promote harmony and better management-employee relationship and cooperation, the University shall:

- a. Provide a system of informing the faculty and staff of their rights and privileges, as well as the rules governing their duties, obligations and conduct;
- b. Facilitate the dissemination of information and the discussion of ideas among the officials and employees. It shall encourage their participation in the development of policies, procedures and other matters affecting them and their works;
- d. Encourage voluntary activities, whether athletic, social, recreational or field trips provided that such activities are conducive to the well-being of the faculty and staff and consistent with the objectives of personnel development; and
- e. Encourage faculty and staff to form, join or assist employee organizations or work councils of their choice for purposes not contrary to law.

Chapter 7 OTHER EMPLOYEE BENEFITS AND PRIVILEGES

Article 98. Leave of Absence

Section 1. Subject to the provisions of Civil Service and other applicable laws, rules and regulations, leave benefits of officials and employees of the University shall include but not limited to the following:

- a. Vacation Leave
- b. Sick Leave
- c. Teacher's Leave for Faculty
- d. Maternity Leave
- e. Paternity Leave
- f. Parental Leave for Solo Parents
- g. Rehabilitation Leave
- h. Special Leave Privileges such as funeral/mourning leave, graduation leave, enrollment leave, wedding/anniversary leave, birthday leave, hospitalization leave, accident leave, relocation leave and such other special leave benefits as may be granted by existing and subsequent laws and orders.

Section 2. All officials and employees of the University shall be required to go on vacation leave for a minimum of five (5) working days which need not be successive, subject to the provisions of applicable laws and regulations.

Article 99. Leave Without Pay

Section 1. Leave without pay not exceeding one (1) year may be granted to an employee in addition to the vacation and/or sick with pay provided that such employee has no more leave earned to his credit, subject to pertinent rules and regulations.

Article 100. Social Security and Insurance Benefits

Section 1. The University shall participate and enforce a compulsory membership of all qualified employees in the Government Service Insurance System (GSIS) to provide them with social security, insurance and other benefits, subject to such limitations as may be provided by law.

Section 2. Subject to the provision of applicable laws and regulations, the University shall also effect the membership, compulsory or otherwise, as the case may be, of its employees in all government-sanction programs for Philhealth, employees' compensation and State Insurance Fund, Home Development Mutual Fund, and other related benefits for their welfare and well-being.

Section 3. The University shall include in its annual budget appropriate funds for its share of the contributions needed for the implementation of this article.

Article 101. Study Privileges for Legitimate Children

Section 1. Legitimate children of regular employees and those who died in line of duty or in the service of the University, shall be entitled to free tuition and other privileges as may be deemed proper, upon enrollment, subject to the admission requirements and other applicable policies and guidelines adopted by the University.

Article 102. Housing Privileges

Section 1. The University shall adopt a Housing Privilege Policy, and as far as practicable, provide and maintain adequate and convenient housing facilities for its academic and non-teaching personnel at affordable rental charges.

Article 103. Legal Services

Section 1. Subject to applicable laws and regulations, the University shall provide free legal and other related services to its officials or employees who is charged with an administrative, civil and/or criminal proceedings by parties other than the University or government law enforcement and regulatory authorities for acts or omissions committed which are directly related to the lawful discharge of their official duties and functions and/or in defense of University policies and regulations.

Article 104. Retirement Privileges

Section 1. The University shall adopt and implement Retirement Privilege Policy allowing retired personnel the privilege to participate in major University programs and activities.

Article 105. Provident Fund

Section 1. The University shall establish and maintain a Provident Fund to prepare its officials and personnel for retirement and to maximize their savings for disability, healthcare, housing, and other purposes in accordance with existing laws, rules and regulations.

Section 2. The University shall adopt operational guidelines for the Provident Fund.

Chapter 8 ACCOUNTABILITY OF UNIVERSITY PERSONNEL

Article 106. Code of Conduct and Ethical Standards

Section 1. All personnel of the University must uphold the time-honored principle that public office is a public trust and must at all times be accountable to the people.

Section 2. The University personnel shall observe the rules implementing the provisions of Section 12 of Republic Act 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees."

Section 3. The aforesaid rules shall be interpreted in the light of the Declaration of Policy stated in Section 2 of the abovementioned Code as follows:

"It is the policy of the state to promote high standard of ethics in public service. Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence and loyalty, act with patriotism and justice, lead modest lives and uphold public interest over personal interest."

Article 107. Civil Service and University Rules and Regulations

Section 1. It is incumbent upon every employee of the University to strictly observe and adhere to the rules and regulations promulgated by the Civil Service Commission which aim to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service.

Section 2. Officials and employees of the University shall likewise be expected to abide by the policies, rules and regulations adopted by the Board of Regents and the Councils, and the memoranda or orders issued from

time to time by the University President and other competent authorities and to discharge their duties and responsibilities in accordance with the vision, mission, and objectives of the University.

Chapter 9 COMPLAINTS AND GRIEVANCES

Article 108. General Provisions

- Section 1. Employees of the University shall have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible in the best interest of the University and the employee concerned.
- Section 2. Without necessarily adhering to legal technicalities, employees' complaints and grievances shall be resolved at the lowest possible level in the University and the employee shall have the right to appeal such decision to higher authorities free from any form of reprisal or discrimination.
- Section 3. Possible areas for complaints and grievances are working conditions, work assignment, tools and equipment, work processes, job placement, employee tenure, salary rates, transfer of assignment, exercise of discretion, rules and regulations, interpretations of policies and guidelines and other matters involving the morale of employees.
- Section 4. The University shall promulgate a Grievance Machinery that shall govern the expeditious, fair and equitable adjudication of complaints and grievances in accordance with the policies enunciated by the Civil Service Commission. Such set of guidelines shall prescribe the composition of the Grievance Committee tasked to implement the provisions of this Article.

Chapter 10 RIGHT TO SELF ORGANIZATION

Article 109. General Provisions

- Section 1. All University employees, irrespective of employment status, can form, join or assist employees' organization of their own choice for purposes not contrary to law for the furtherance and protection of their interests. They can also form, in conjunction with appropriate authorities, labor-management committees, work councils, and other forms of workers' participation schemes to achieve the same objectives.
- Section 2. High-level employees whose functions are normally considered as policymaking or managerial or whose duties are of highly confidential in nature shall not be eligible to join the organization of rank-and-file

employees. They can, however, form and join an association of their own.

Article 110. Protection of the Right to Organize

Section 1. University employees shall not be discriminated against in respect to their employment by reason of their membership in employees' organizations or participation in the normal activities of their organizations. Their employment shall not be subject to the condition that they shall not join or shall relinquish their membership in the employees' organizations.

Section 2. University authorities shall not interfere in the establishment, functioning or administration of employees' organizations through acts designed to place such organizations under the control of any University authority.

Section 3. Subject to the pertinent provisions of the Constitution and applicable laws and regulations on the right of government employees to form associations, the University employees' organizations are encouraged to have constant dialogues with the University administration and as far as practicable, use peaceful means in settling labor-management disputes and not to resort to illegal strikes, demonstrations, mass leaves, walk-outs and other forms of mass actions which will result in stoppage of work or disruption of University functions and operations.

Chapter 11 SEPARATION

Article 111. Resignation and Transfer

Section 1. No resignation shall be considered unless proper notice to that effect has been given by the concerned employee to the University President through appropriate channels, at least thirty (30) days prior to the date of its effectivity. For Faculty members, no resignation shall be accepted until the end of the current semester, otherwise, a penalty shall be imposed in accordance with existing university policies.

Section 2. The provision of the immediately preceding section shall not apply to resignation or transfer due to serious illness or clear and present danger to the life of the concerned employee, or when in the judgment of the University President, it is the interest of the University and the said employee that resignation or transfer be effected immediately.

Section 3. A personnel who seeks transfer to another agency shall first secure permission from the University stating the effective date of transfer. If the request to transfer is not acted upon after the lapse of 30 days from the date of notice to the University, it shall be deemed approved.

Section 4. A personnel who has been absent without an approved leave for more than 30 days shall be dropped from the rolls of CLSU employees subject to applicable laws, rules and regulations.

Section 5. All approved resignation, retirement, transfer and dropping from the rolls of CLSU employees shall be subject to submission of clearance from financial and property accountabilities from the University.

Article 112. Modes of Separation

Section 1. All modes of separation from the University such as retirement, expiration of appointment, dismissal, dropping from the rolls, termination, death and disability shall be governed by applicable laws and pertinent rules and regulations.

Chapter 12 DISCIPLINE

Article 113. General Provision

Section 1. No official or employee of the University shall be removed or suspended except for cause as provided by law and after due process.

Article 114. Disciplinary Jurisdiction

Section 1. As provided under existing laws and regulations, the University President shall have concurrent jurisdiction with the Regional Office of the Civil Service Commission to investigate and to hear, through a hearing officer or a committee duly constituted for the purpose and decide matters involving disciplinary actions against officials and employees of the University. Such decision shall be final and executory in case the penalty imposed is suspension for not more than thirty (30) days or fine not exceeding thirty (30) day salary. In case the decision rendered by the University President is appealable to the Civil Service Commission, a motion for reconsideration shall first be filed with the Office of the University President, and if denied, an appeal shall then be lodged with the Commission and pending appeal, the decision shall be executory.

Article 115. Disciplinary Action

Section 1. The University shall adopt the disciplinary action prescribed under existing Civil Service Laws and Rules.

Chapter 13
PROTESTS AND COMPLAINTS INVOLVING OTHER PERSONNEL ACTIONS

Article 116. Protest

Section 1. A question involving an appointment or promotion may be a subject of protest as provided for under existing Civil Service Laws and Rules.

Article 117. Complaints Involving Other Personnel Actions

Section 1. Other personnel actions, such as separation from the service due to unsatisfactory or poor performance, dropping from the rolls, disapproval of appointments, claims for back salaries and other benefits, may be brought to the Civil Service Commission by means of a formal complaint for the purpose, subject to pertinent rules and regulations.

**TITLE FIVE
ADMINISTRATION OF UNIVERSITY FINANCES**

**Chapter 1
THE UNIVERSITY BUDGET**

Article 118. General Provisions

Section 1. The Annual Budget of the University shall be prepared within the context of existing budgetary laws, policies and regulations of the government. It shall conform to the plans of the University and shall ensure effective, efficient and economical methods of achieving objectives.

Section 2. All income generated by the University from tuition and other fees and charges, as well as those derived from the operation of auxiliary services including land, cottage and student's dormitory rentals shall be retained by the University and shall constitute a special trust or revolving fund, as the case may be, for the use of the University, subject to existing accounting and auditing laws and regulations. Such funds shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall form part of the same funds.

Article 119. Preparation of Budget Proposal

Section 1. A Budget Preparation Committee shall be constituted in accordance with requirements set for the purpose to spearhead the preparation of the annual budget proposal of the university.

Section 2. Subject to the specified prescription period for the purpose the Budget Preparation Committee shall submit to the University President the proposed annual budget which shall be based on the actual needs of each office and strategic priorities of the University in accordance to the policy guidelines and procedures in the preparation and submission of agency budget proposals.

**Chapter 2
EXPENDITURES**

Article 120. General Provisions

Section 1. The University expenditures include all charges against the funds of the University for current operating expenditures, capital outlays, and provisions for retirement and long-term obligations. The charges are both the amounts actually paid and those incurred and recorded as liabilities to be paid in the future.

Article 121. Certification of Availability of Funds

Section 1. No funds shall be disbursed, and no expenditures or obligations chargeable against any authorized allotment shall be incurred or authorized in any unit of the University without first securing the certification of the Chief Accountant as to the availability of funds and the allotment to which the expenditures or obligation may be properly charged.

Section 2. No obligation shall be certified to accounts payable unless the obligation is funded on a valid claim that is properly supported by sufficient evidence and unless there is proper authority for its incurrence.

Article 122. Prevention of Irregular, Unnecessary, Excessive, Extravagant or Unconscionable Expenditures

Section 1. University officials and employees are enjoined to prevent irregular, unnecessary, excessive, extravagant or unconscionable expenditures as defined by pertinent laws and regulations.

Article 123. Internal Control System

Section 1. The University shall establish and maintain an internal control system to assure the achievement of its objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, rules and regulations.

Chapter 3 DISBURSEMENTS

Article 124. General Provisions

Section 1. Disbursements constitute all cash paid out during a given period either in currency or by check.

Article 125. General Requirements

Section 1. The University shall adopt the general requirements and rules applicable to all classes of disbursements as provided for under the existing COA, DBM and other government instrumentality circulars and issuances.

Chapter 4 CASH ADVANCE

Article 126. General Provisions

Section 1. Ideally, cash shall be handled under the general principles of the imprest system, to wit:

- a. Daily receipts on collections must be deposited intact with the proper bank; and,
- b. All payments must be made by check except in instances when it may be very difficult, impractical or impossible to make payments by check. In such case, payments may be made by the disbursing officer in the form of cash through his cash advance.

Article 127. Types of Cash Advances

Section 1. Cash advances may either be regular or special.

Section 2. Regular cash advances are those granted by cashiers and disbursing officers for any of the following purposes:

- a. Salaries and wages,
- b. Commutable allowances,
- c. Honoraria and other similar payments to officials and employees, and
- d. Petty operating expenses consisting of small payments.

Section 3. Special cash advances are those granted on the explicit authority of the University President only to duly designated disbursing officers or employees for other legally authorized purposes, such as:

- a. Current operating expenditures of an activity of the University undertaken in the field; and,
- b. Foreign travel expenditures.

Article 128. Guidelines in the Granting and Utilization of Cash Advances

Section 1. The University shall adopt the existing guidelines, rules, laws and regulations implemented by competent government instrumentalities.

Section 2. A cash advance shall be reported as soon as the purpose for which it was given has been served.

Article 129. Bonding of Accountable Officers

Section 1. The bonding requirement for accountable officers shall be strictly enforced as provided for by applicable laws and regulations.

Chapter 5 PERSONNEL SERVICES

Article 130. Payment of Salaries, Wages and Allowances

Section 1. The basic requirements for payment of salaries and wages are:

- a. Existence of a legally created position, permanent or contractual, with fixed compensation or emolument attached to the practice;
- b. Issuance of valid appointment;
- c. Rendition of service being paid; and,
- d. Payment to the right person.

Section 2. Salaries and allowances of University employees shall be paid in legal tender of the Philippines or its equivalent in cash through the Cashier's Office or through a government depository bank.

Section 3. Payment of salaries and wages under special circumstances such as those intended for employees on detail or temporary assignment, *de facto* officers as defined by law, employees called to military service, employees on leave of absence, and other circumstances shall be governed by applicable laws and regulations.

Section 4. University officials and employees shall be granted allowances and honoraria only on the basis of specific provisions of law and regulations.

Section 5. Payment of salaries and wages shall be made twice a month, first on or about the 15th and the second on or about the last day of the month.

Article 131. Salary Retention or Deduction

Section 1. It shall be unlawful for a Cashier or other fiscal officer to draw or retain from the salary any amount or contribution or payment of obligation other than those due the government, except as may otherwise be provided.

Section 2. Authorized deductions from salaries and other benefits accruing to any government personnel, chargeable against the appropriation for Personnel Services shall be allowed for the payment of an individual employee's contributions or obligations subject to the prescribed deductions set under the General Appropriations Act (GAA).

In no case shall the foregoing deduction reduce the employee's monthly net take home pay to an amount prescribed by the GAA.

Chapter 6

PROCUREMENT AND REQUISITION OF SUPPLIES AND MATERIALS

Article 132. General Provisions

- Section 1. All procurement and requisitions shall be made in accordance with the provisions of R.A. 9184 and R.A. 9184 IRR, and other existing rules, regulations, and implementing guidelines adopted by the University in accordance with the Commission on Audit rules.
- Section 2. As a general rule, no contracts for public service such as for furnishing supplies, materials and equipment, infrastructure, and consulting services shall be entered by the University without public bidding, in accordance with existing accounting and auditing rules and regulations.

Article 133. Competitive Bidding

- Section 1. As a general rule, no contracts for infrastructures, goods, and consulting services shall be entered by the University unless the same has been undertaken through competitive bidding and in accordance with existing accounting and auditing rules and regulations.
- Section 2. Subject to the prior approval of the University President and whenever justified by the conditions provided in existing laws, the University may, in order to promote economy and efficiency, resort to any of the alternative methods of procurement provided in the law provided that in all instances, the University shall ensure that the most advantageous price for the University is obtained.

Article 134. Alternative Methods of Procurement

- Section 1. The use, specific terms, conditions and documentary requirements, including the limitations and restrictions, for the application of each of the alternative methods shall be governed by guidelines specifically issued for this purpose.
- Section 2. In no case shall an alternative method be resorted to split government contracts into smaller quantities and amounts, or dividing contract implementation into artificial phases or sub-contracts for the purpose of evading or circumventing the requirements of applicable laws, rules and regulations.

Article 135. Bids and Awards Committee

- Section 1. The University President shall constitute a Bids and Awards Committee (BAC) to assist in the conduct of the University's procurement activities in accordance with existing laws, rules and regulations. To expedite the procurement process for practical intents and purposes, the University President may create separate BACs where the number and complexity of the items to be procured shall so warrant.

Section 2. The members of the BAC, Technical Working Group (TWG) and BAC Secretariat shall be entitled to the payment of honoraria subject to availability of funds and relevant DBM guidelines.

Section 3. Observers invited to sit in proceedings of the Bids and Awards Committee shall be allowed to reimburse transportation expenses for every meeting attended subject to existing rules and regulations.

Article 136. Payment of Contract

Section 1. The University shall in no case make advance payments for services not yet rendered or for supplies, materials and equipment not yet delivered under any contract thereof.

Section 2. No payment, be it partial or final, shall be made by the University on a contract entered into, unless all requirements appertaining thereto are complied with.

Chapter 7 SALE AND DISPOSAL OF UNIVERSITY PROPERTY

Article 137. General Provisions

Section 1. The sale or disposal of any property of the University shall be in accordance with the existing laws, rules and regulations.

Article 138. Disposal of Property

Section 1. Valueless or unsalable property of the University shall be condemned either by burning, pounding or throwing beyond recovery.

Section 2. Disposable property may also be transferred with or without cost to other government agencies.

Section 3. In exceptional cases and for meritorious reasons, disposable University property may be donated to charitable, scientific and cultural organizations.

Article 139. Sale of Property

Section 1. Properties which are in good and top conditions but are not and shall never be used by the University may be sold through public auction or negotiation if deemed to be for the best advantage of the University.

Chapter 8 TRAVELLING EXPENSES

Article 140. General Provisions

- Section 1. The incurrence of expenses for local travels shall be subject to the provisions of existing laws, rules and regulations.
- Section 2. Expenditures for foreign travel shall be governed by applicable laws and regulations.

Chapter 9 INVESTMENTS

Article 141. General Provisions

- Section 1. Idle funds of the University may be invested in government securities, in money market placements, or with government financial institutions through a duly authorized body.
- Section 2. The investments shall be on short-term basis only. The proceeds of matured investments may, however, be rolled over as long as the funds are not yet needed, without prejudice to the requirements of the University for adequate instructional facilities.
- Section 3. All investments shall be authorized by the President according to the limits prescribed by the Board of Regents and by pertinent laws and regulations. The interest earned on these investments may be expended for such purpose as the Board of Regents may authorize in its discretion consistent with the public interest.

Chapter 10 UNIVERSITY PUBLICATIONS

Article 142. General Provisions

- Section 1. The rates of subscription to University publications shall be recommended by the President or other officials designated by him/her and approved by the Board, and the income that may be derived therefrom shall accrue exclusively to their maintenance and support, subject to accounting and auditing rules and regulations.
- Section 2. All exchange for University publications shall be turned over to the library.

TITLE SIX
ADMINISTRATION OF PROPERTIES

CHAPTER 1
CUSTODIANSHIP OF PROPERTY

Article 143. Persons Primarily and Secondarily Accountable for Government Property

Section 1. The President of the University is immediately and primarily responsible for all government property pertaining to the University, and the University officials and employees entrusted with the possession or custody of said property shall be immediately responsible to him/her without prejudice to the liability of either party to the government.

Section 2. Each head or unit or office of the University shall be primarily accountable of all the government property assigned or issued to his unit or office. The faculty or staff entrusted with the possession or custody of government property under the accountability of head or unit or office shall be immediately accountable to such officer.

Article 144. Accountable Officer: Bond Requirement

Section 1. Custody or possession of government property is the basis of accountability.

Section 2. Every official or employee of the University whose duties permit or require the possession or custody of government property shall be accountable therefore and for the safekeeping thereof in conformity with law. As such, he/she shall be properly bonded in accordance with law.

Article 145. Insurance of Property

Section 1. The University President through his/her duly authorized representative shall secure from the Government Service Insurance System directly all insurance and bonds covering properties, contracts, rights of action and other insurance risks of the University, including all those in which the University has insurable interest only.

Article 146. Use of Government Movable Property

Section 1. Equipment issued by the property officer for official use of University officials and employees shall be covered by Property Accountability Receipt (PAR) for equipment subject to applicable laws and regulations.

Section 2. Due care shall be exercised in the use of equipment; otherwise, they will deteriorate rapidly. If the equipment is used by several persons, the unit head concerned shall designate one of them to be responsible for its proper care and upkeep.

- Section 3. No property shall be used or taken out of the office having accountability of the same without prior written approval of the authorities concerned.
- Section 4. Every officer or employee accountable for government property shall be liable for its money value in case of improper unauthorized use or misapplication thereof, by himself/herself or by any person for whose acts he/she may be responsible. He/She shall likewise be liable for all losses, damage or deterioration occasioned by negligence in the keeping or use of the property, whether or not it be at the time in his/her actual custody.
- Section 5. When the equipment issued to an employee is no longer needed by him the same shall be returned to the property custodian who shall surrender the corresponding original of the PAR to the said employee. Similarly, unused supplies previously issued from stock when no longer needed for further official use shall also be returned.
- Section 6. No equipment shall be dismantled or repaired unless authorized by the President and certified by the Accountant as to availability of funds for such activity, and provided further, the estimated cost per repair shall not exceed fifty percent of its present value.

Article 147. Use and Operation of Government Motor Vehicles

- Section 1. In general, all motor vehicles owned and operated by the University shall be constituted into a motor pool under the direct supervision of the Director for Physical Plant and Site Development Services, provided, that the Board may authorize alternative mechanisms to promote economic use of vehicles.
- Section 2. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University and the pertinent provisions of existing laws, rules and regulations, as well as COA circulars on the matter.

Chapter 2 BUILDINGS AND GROUNDS

Article 148. Names of Buildings and Other Structures

- Section 1. University buildings, grounds, streets, and other structures may be named after Filipino heroes, the founder of the University, outstanding past administrators, personnel and students of the University; distinguished government officials, and prominent private citizens who may have contributed a major role in the establishment or construction of a given structure, education discipline, and significant historical events or places in the Philippines. A committee shall be constituted to recommend to the University President the appropriate names to be

given to such buildings, grounds, streets and other structures of the University.

Article 149. Maintenance and Repair of Buildings and other Physical Structures

Section 1. All buildings and other physical structures of the University shall be properly inventoried and insured, and shall comply with the safety requirements provided for in the National Fire and Building Code and other pertinent laws and regulations.

Section 2. The maintenance of grounds and buildings of the University shall be under the immediate supervision of the Director for Physical Plant and Site Development Services, or any official duly designated by the President, who shall be responsible for the supervision and control of the personnel assigned to maintain buildings and grounds.

Section 3. University buildings and premises used for academic purposes shall be under the direct supervision of the concerned Unit Heads, Principals, Department Heads and other officials concerned who shall be responsible for the upkeep and maintenance of the buildings assigned to them.

Section 4. Other University buildings used for other purposes shall be under the direct supervision of the official-in-charge of such buildings who shall be designated accordingly.

Section 5. No repair of buildings shall be undertaken if estimated cost exceeds fifty percent of its present appraised value.

Section 6. No building shall be demolished unless properly recommended for condemnation by the Appraisal Committee to be composed of authorized representatives from the University and other concerned agencies of the government as prescribed under existing law and regulations, and provided further, that all other requirements are complied with.

Article 150. Use of Buildings, Premises and Equipment

Section 1. It shall be incumbent upon the University officials and employees to exercise due care and diligence in the use of its facilities. In this respect, the University President shall promulgate rules and regulations for the use thereof in accordance with existing rules and laws.

Section 2. Except those specifically provided under applicable policies and regulations, official, student and/or faculty activities shall have priority in the use of school activities and shall have priority in the use of school buildings or any other property intended for instructional purposes belonging to the University, provided, however, that the use of facilities shall not be in conflict with more important programs of the University.

Article 151. Solicitation within the University's Buildings and Grounds

- Section 1. No solicitation for funds, canvassing for the sale of merchandise, subscriptions, sale of tickets and any other promotional or charity schemes shall be conducted in the buildings or grounds of the University without the previous approval of the President or his/her duly authorized representative.
- Section 2. Streamers, placards and similar materials which are used to announce, advertise or publicize events, products or the like shall not be posted or placed in any of the buildings or grounds of the University without the written permission of the President or his/her duly authorized representative.

Chapter 3 RESPONSIBILITY FOR SUPPLIES AND MATERIALS

Article 152. Recording and Inventories of Supplies, Materials and Equipment

- Section 1. It shall be the prime responsibility of the University to promote greater service and economy in the use of supplies and materials. For this purpose, an adequate and complete record system shall be maintained by the University and periodic inventory of the same shall likewise be conducted.
- Section 2. For effective control of supplies and materials, the University shall strictly adhere to the rules and regulations prescribed by the Commission on Audit and other competent authorities.
- Section 3. Physical stocktaking is an indispensable procedure for checking the integrity of supplies and properly custodianship and should be regarded with importance.

Article 153. Research and Development (R&D)

- Section 1. R&D as a process is a multidisciplinary, consultative, problem oriented and demand driven to ensure that responsive technologies are derived for inclusive growth. R&D programs are carefully planned, implemented, managed, monitored, evaluated in support of CLSU's mission to generate, disseminate, and apply knowledge and technologies that can contribute to societal development.

Article 154. The R&D Planning Process

The R&D planning process follows the values of integrity, honesty and hard work that constitute the University's guiding principles. The

University's R&E programs and activities are contained in a five-year plan regularly refined in its annual development plan.

Section 1. Setting of Priorities. In setting the R&E priorities and agenda, it should consider its national and regional thrusts/ mandates, as well as the information and feedback it receives from various agencies and sources.

- a. National Agencies.
- b. Regional Agencies.
- c. Local Government Units.
- d. Other Funding Agencies.

Section 2. Translating Priorities into Action Plans and R&D Proposals. Once the priorities are set, translating them into action plans follows. Each unit of the R&E program and the institutionalized centers prepares an action plan with the corresponding R&D proposals, consolidates the plans/proposals and submits to the Office of the VPRE for final review before endorsement by the Office of the President to appropriate funding agencies.

Article 155. Technology Development Process

Section 1. Technology generation is the systematic activity of both basic and applied research aimed at discovering solutions to problems and/or creating new goods, knowledge and technologies in the fields of agriculture, fisheries, natural resources, arts, sciences, and education.

Proposals are prepared by the faculty and staff based on the R&D Agenda, presented to the unit head/research coordinator for evaluation, and submitted to the concerned Vice President for further evaluation and endorsement to the University President for final approval and allocation from internal funds. For externally-funded projects, the University President endorses the proposal to the funding agency.

Researchers will implement the R&D project according to the approved proposal and the protocol for technology generation. Monitoring and evaluation are conducted regularly during the technology generation process under the leadership of the unit head. Externally-funded projects are monitored by the funding agency representatives.

Section 2. Technology Verification/Validation. The results of the technology generation are verified/validated by the researchers in conditions outside the experimental areas using the established protocols. This can be done within or outside the campus. Documentation of the results of verification/validation is presented to the unit head/funding agency.

Section 3. Technology Packaging. Information and technologies generated from the completed R&D programs and activities are packaged in appropriate forms and format to suit the target clients. There are several

activities that are planned in order to achieve the appropriate packaging of information and technologies that include:

- identification of information and technologies that are generated from R&D;
- assessment to determine the acceptability and profitability of the identified technologies;
- selection and description for promotion and commercialization; and
- development of technical papers, IEC materials and other documents that will be used in technology promotion.

Section 4. Technology Transfer. Technology transfer refers to the process of transmitting developed technologies to ensure that such are made accessible to a wider range of stakeholders and users who eventually adopt the technologies. In technology transfer, adoption and utilization of knowledge, skills, methods/practices and products are promoted.

Technology transfer modalities include partnership with potential technology users (farmers/practitioners, LGUs, cooperatives, NGOs, etc.), establishment of science and technology-based farms, use of IECs/ICTs, provision of technical advisory services, and technology presentations in different fora.

Technology transfer is mainly undertaken through the University Extension Center. Other units involved with the same process, follow the same procedures, monitoring and evaluation guidelines.

Section 5. Technology Commercialization. This process is carried out under the University Business Affairs Program.

Chapter 4

INTELLECTUAL PROPERTY RIGHTS AND INCENTIVES FOR R&D OUTPUTS

Article 156. Intellectual Property Management and Commercialization

Section 1. There shall be an office whose main function is to ensure the protection of the intellectual property rights of the university while promoting the commercialization of knowledge and technologies created in the university.

Section 2. The university shall adopt guidelines on the protection of intellectual property rights of its personnel and students of the university and sharing of benefits based on pertinent government rules and regulations.

Section 3. The university shall also adopt a policy and set of guidelines for giving remuneration/incentive and commendation for patent, utility model and plant variety protection registration.

Article 157. Incentives for Authors of Published Research, Scientific, Scholarly Works and Books

Section 1. The granting of incentives shall be provided to encourage the publication of research, scientific, and scholarly works and books by faculty and staff members and students aside from the self-fulfillment the author gets for the publication of his/her work.

Article 158. Awards and Recognition in Research and Development

Section 1. Best R&D Papers. The best R&D papers in each sector during the annual agency in-house review shall be selected as a motivation and incentive to researchers in recognition of their outstanding and notable accomplishments. It is open to all CLSU personnel engaged in R&D program and activities.

A monetary incentive and a plaque of recognition should go with the award.

Section 2. Best Poster. As an added feature in the annual agency in-house review, the Best Poster shall also be selected. It is open to all CLSU personnel engaged in R&D program and activities. The Board of Judges are selected from outside of the University. Only one best poster may be selected among all competitors by the Board of Judges.

Section 3. Giving Commendation to Faculty and Staff. The Office of the Vice President for Research and Extension (OVPRE) shall lead the giving recognition/ commendation to exemplary researchers (faculty and staff) who have done meritorious honors for the University through the awards (i.e. Best Paper, Best Presenter, Outstanding Researcher, Achievement Awards, etc.) they received from various prestigious National and International award-giving bodies and/ or for bringing additional R&D budget from outside sources through well-crafted research proposals.

Section 4. Use of Administrative Cost from Externally-funded RD&E Projects. The administrative cost from externally-funded RD&E projects shall be pooled and distributed as follows:

- a. administration;
- b. unit where the project is being implemented; and
- c. project proponent(s) as incentive for fund generation.

Article 159. Enhancing Research Capabilities of CLSU Students

Section 1. CLSU as an institution of higher learning gears its programs and activities toward students' welfare and well-being. This requires synchronization and support activities from the major programs of the University, and among its major programs are research and extension where research in particular, is a primary concern.

Thus, the R&E centers, in response to the call and its relentless efforts to fully serve its beneficiaries through various projects and approaches and attain greater research impact, envision to initially provide the CLSU students three major activities, namely:

- a. Strengthening students' awareness and capabilities in research through seminars and, on the job training, among others;
- b. Collaborative R&D implementation involving the students as part of their thesis; and,
- c. Search for best undergraduate and graduate theses.

In general, these activities sought to further provide resources and services with the aim of enhancing CLSU students' research capabilities. As an incentive to sustain the research efforts, the aforementioned activities are being held annually.

Section 2. Undergraduate and Graduate Thesis Support (materials, experimental field, use of laboratories). Students can be in his/her junior year and his/her research can be part of the University's R&D programs and projects.

Section 3. Criteria for Application. Graduate and undergraduate students of the University with an approved thesis/dissertation outline can apply for thesis support.

Article 160. Minimum Required Facilities

Section 1. Building and Laboratories. The infrastructure for each program will depend on the financial capability of the university. Ideally, each office under the R&E program including the specialized R&D centers should have its own building and research facilities to conduct researches with the least possible delay. In most cases however, research facilities within the college/ university are shared with other colleges/units.

Section 2. Experimental Farms. A portion of the university reservation can be used as experimental areas primarily for crop, fishery and animal researches. These experimental areas/farms must be well secured and the needed facilities (e.g. engine, irrigation pump, hand tractors, sprayer, etc.) are provided. Preferably, these experimental farms must be within the campus to be accessible to faculty, research staff, students and visitors of the university.

Section 3. Techno-demonstration Farms. Techno demo farms, inside or outside of the university reservation should be available to showcase innovations and research breakthroughs in Agriculture, Aquaculture and Natural Resources. This enhances promotion of new technologies and encourage wider adoption/utilization.

TITLE SEVEN BUSINESS OPERATIONS

Article 161. Program Implementing Guidelines and Procedures

Section 1. The program implementing guidelines and procedures shall cover the operation of the UBAP. Implementation of the foregoing including future amendment/s, and/or modification/s shall be subject to BOR approval as recommended by AdCo, being the duly constituted policy formulating and recommending body of the University on administrative matters (RA 8292).

Section 2. Program Operations.

- a. The operation of Income Generating Projects (IGP) of the University shall at all times be guided by the laws, rules and regulations promulgated and implemented for the purpose;
- b. For existing income generating projects, a more detailed yearly project farm/plan and budget shall be prepared by the Project in-charge, validated by the concerned Division Director/Manager, attested and favorably recommended by the VPBA/COO, and submitted to the University President for approval before it is implemented;
- c. In case of a new project, a project proposal/or project feasibility study shall be prepared by the proponent and submitted to the VPBA/COO for deliberation at the BDC and to the University President for further evaluation by the Administrative Council who will favorably recommend the same, and if found feasible, to the BOR for approval;
- d. A Project in-charge shall be designated or appointed by the University President upon the recommendation of the VPBA/COO. Candidates may come from a third party (VP, Dean or Director) recommendation or self-initiated application. The self-initiated applicant faculty or staff members shall submit a letter of intent to the VPBA/COO. The VPBA/COO shall make the initial screening, evaluation and ranking before a recommendation is submitted to the University President for approval;
- e. Custom hiring of machinery and equipment shall only be allowed if these are not available in the University. A request in this regard must be endorsed by the Division Director/Manager and VPBA/COO to the University President for approval. Only the University President is authorized to sign any contract to this effect;
- f. In case of critical project activity where there is labor shortage, pooling of manpower from among the different UBAP projects shall be done with the approval of the VPBA/COO. Hiring of contractual labor is also allowed under this situation upon the approval of the University President;
- g. No Project in-charge shall be assigned to more than one (1) project, except when there is no available expertise or individual interested to assume the position;
- h. As much as practicable, the Project in-charge shall not engage in

- any similar project/s inside and outside the University which are private in nature;
- i. Record keeping shall be enforced among all Project in-charge using the prescribed forms;
- j. A consolidated project report/statement of operation shall be submitted to the Division Director/Manager and VPBA/COO. For projects involving crop production, the report has to be submitted at the end of the cropping period, whereas the reports of all other projects should be submitted on a monthly basis;
- k. Time of marketing and the choice of outlets shall be pre-determined in the plan;
- l. All products/services ready for sale are advertised in the bulletin board of all units in the University and/or through the community TV channel, if feasible;
- m. CLSU faculty, staff and students are given the priority to buy the products at competitive and discounted prices. Walk-in costumers (outsiders or non-CLSU personnel and students) are also allowed to purchase products of the Program but at commercial rates;
- n. The prices of UBAP products and services are determined by the Project in-charge, Division Director/Manager and VPBA/COO;
- o. If a project incurs net losses not due to force majeure, the Project in-charge shall be made directly answerable by requiring that such losses be covered first from the current income before the overall project ROI for the production year is computed; and,
- p. All program personnel not belonging to the plantilla items under the program shall be issued an appointment/designation. An academic faculty participating in any entrepreneurship activity shall receive a corresponding Equivalent Teaching Load (ETL) based on the approved faculty workload guidelines.

Section 3. Profit Allocation and Incentive Scheme. The profit allocation and incentive scheme of the program shall be based on all existing and applicable laws, rules and regulations. The scheme is aimed at properly and judiciously allocating and distributing all profits derived from the program as well as providing appropriate and commensurate incentive to those who are involved (directly and indirectly) in the program.

- a. The BDC shall regularly (annually) review all existing, relevant and applicable laws, rules and regulations pertaining to profit allocation and incentive scheme involving IGPs and/or business undertakings implemented by SUCs, and shall take note of all significant provisions affecting the existing profit allocation and incentive scheme of UBAP;
- b. The BDC shall formulate new and/or amend existing profit allocation and incentive scheme of the UBAP taking into consideration the results of review as specified in the preceding paragraph. A public hearing involving the major stakeholders shall be conducted prior to the finalization of any amendment or formulation of a new scheme;
- c. Any new scheme formulated and/or amendment of a new incentive scheme shall be submitted to the University President who shall in

- turn present it to the AdCo for deliberation, and only with AdCo's favorable recommendation shall it be forwarded to the BOR for approval prior to its actual implementation; and
- d. In the absence of a BOR-approved profit allocation and incentive scheme, allocation of profit and distribution of incentives shall be based on the pertinent provisions of NBC 331-A. However, the BDC through the VPBA/COO, may opt to recommend the deferment of incentive distribution until a scheme is approved by the BOR for implementation.

Section 4. Monitoring and Evaluation.

- a. An effective control system shall be developed in order to ensure smooth operation and implementation of projects;
- b. The Project in-charge shall prepare a project/farm plan and budget at the start of the production year as a basis for monitoring and evaluation. No purchase request shall be processed at any instance without an approved project/ farm plan and budget.
- c. Aside from good record keeping, this shall include timely submission of reports and periodic monitoring and evaluation;
- d. Consolidated project statement including inventory of stocks shall be prepared and submitted by the Project in-charge to the Division Manager and the VPBA/COO. The frequency of submission depends on the nature of the project. For Crops projects, the Project in-charge submits every end of the season. For other projects, the report is submitted every six (6) months;
- e. Monthly reconciliation of data on income and expenses shall be done by the Project in-charge with the Accounting Office and UBAP Office;
- f. Marketing of produce shall be done at designated places or at the project site, but with corresponding sales invoices or official receipts issued to customers.
- g. A regular meeting of the Project in-charge and project laborers with the Division Manager shall be conducted;
- h. Division Managers and Project in-charge who avail of cash advances shall record their transactions in a cash book, and make it available for COA representative's monthly checking;
- i. A performance evaluation of the program shall be conducted at each production year which may be done inside or outside the University; and,
- j. During the annual performance review of the Program, external evaluators and critics shall be invited to make an honest evaluation of the program and the specific projects.

Section 5. Marketing and Disposal of Products.

- a. The CLSU faculty staff and students shall have the priority to buy the products.
- b. Socialized pricing may be used for identified commodities, such as rice, and the prices shall be determined by the BDC, submitted to the University President and presented to the AdCo for deliberation and

- recommended to the BOR for approval prior to implementation.
- c. Reselling of products purchased under the socialized pricing scheme is strictly prohibited.
 - d. Products are graded by size, and by type.
 - e. Marketing and disposal of products may be done at the project site where the Project in-charge issues the sales invoice and gate pass. It could be done through contract selling, wholesale and retail.
 - f. The payment is preferably on cash basis, or through salary deduction for faculty and staff members.
 - g. The Marketing Analyst shall collect market data for use in decision making of the Project in-charge.
 - h. The Marketing Analyst shall conduct periodic consultation with the Project in-charge regarding market situation and outlook.

Section 6. Financial Management.

- a. Initial capitalization of a project under the UBAP shall come from the revolving fund.
- b. CLSU may enter into a joint venture arrangement with private businesses as stipulated in RA 8292.
- c. Income generated by the Program shall be deposited under the revolving fund (Fund 161 and/or Fund 164).
- d. Each IGP shall have its own account code at the Accounting Office.
- e. The VPBA/COO, Division Director/Managers and selected Project in-charge shall be bonded to enable them to get cash advances.
- f. Funds for emergency purchases shall be drawn from the cash advances of the Project in-charge and Division Director/Manager.
- g. A capital deficient project may borrow from a viable project with the consent of the concerned Project in-charge and approval of the Division Director/Manager and VPBA/COO.
- h. Cash accounting shall be followed in the preparation of income statement. Accrual method shall be used for management decision purposes.
- i. The official income statement as the basis of calculating incentives/profit shall be prepared by the Accounting Office, duly approved by the University President and audited by the resident COA representative.
- j. The financial statements shall be prepared to determine project's viability. In addition to the income statement, are cash flow and balance sheet.
- k. Financial and economic analyses shall be done for each project by the designated Project Analyst with the assistance of the Project in-charge.
- l. Technical and financial ratios shall be calculated for each project such as yield, break-even yield, break-even price, return on investment, return on total expenses, and other related ratios.
- m. The allocation of the net profit shall follow the guidelines approved by the BOR.
- n. Disbursement of project funds shall be controlled by the Project in-charge, Division Director/Manager, VPBA/COO, Budget Officer and

Accountant.

Section 7. General Guidelines: Utilization of UBAP Projects for Instruction.

- a. The Department Head shall inform in advance the UBAP Division Directors/Managers as to the number of students who will undertake actual project operations and starting date in fielding the students.
- b. The projects assigned to students shall be managed by a team composed of the Project in-charge, faculty teaching the course, and students.
- c. The students and the university shall share with the net profit (70% for the students, 30% for the University through the UBAP).
- d. The UBAP shall advance the production inputs as student loan, to be liquidated at the end of the production period, and after the products are sold.
- e. The students shall prepare a statement of operation, based on project records, at the end of production period.
- f. The Project in-charge and faculty member shall prepare more detailed guidelines for the students to follow in the project operation.

Section 8. Guidelines for the Utilization of UBAP Projects for Research.

- a. The research proponent shall submit a request, together with the approved proposal, to the VPBA/COO.
- b. If approved, the UBAP shall allocate the needed space, facilities, and stocks.
- c. Approved faculty research with adequate funding shall not be financed by the UBAP, except in special cases and arrangements.
- d. Student research requesting for funding from the UBAP shall be endorsed by the adviser to the VPBA/COO, together with a copy of the proposal.
- e. Rentals shall be paid by the faculty/student researchers for utilizing UBAP project facilities, machineries and equipment.
- f. Animal stocks, seeds and seedlings needed for faculty research shall be sold to the researchers, paid upon disposal of the produce or at the end of the research project.
- g. Project supplies and inputs used by student researchers shall be reimbursed upon disposal of the products.
- h. The researcher shall keep records of supplies and inputs utilized in the conduct of the research, with the supervision of the adviser and Project in-charge.
- i. A financial statement duly approved by the adviser or study leader and Project in-charge shall be made and submitted to the UBAP.
- j. A copy of the manuscript whenever possible shall be submitted to the UBAP.
- k. Net profit realized in the conduct of the faculty research shall be shared equally by the Research Office and the UBAP, after deducting the cost (applicable rental) which shall be recognized as income of the concerned project together with the UBAP share on the net profit.

- l. Production/ output of the students shall be marketed by the student, Project in-charge and adviser based on UBAP guidelines.
- m. Any net profit realized in the conduct of student research shall accrue to the project where it is conducted.

Article 162. Project Implementing Guidelines, Procedures and Practices

Section 1. The UBAP shall establish and implement specific guidelines subject to BOR approval (BOR Resolution No. 11-2001 during the 146th CLSU Board of Regents Regular Meeting).

**BOOK III
GENERAL AND FINAL PROVISIONS**

**TITLE EIGHT
FINAL PROVISIONS**

**Chapter 1
AMENDMENT, REPEALING AND EFFECTIVITY PROVISIONS**

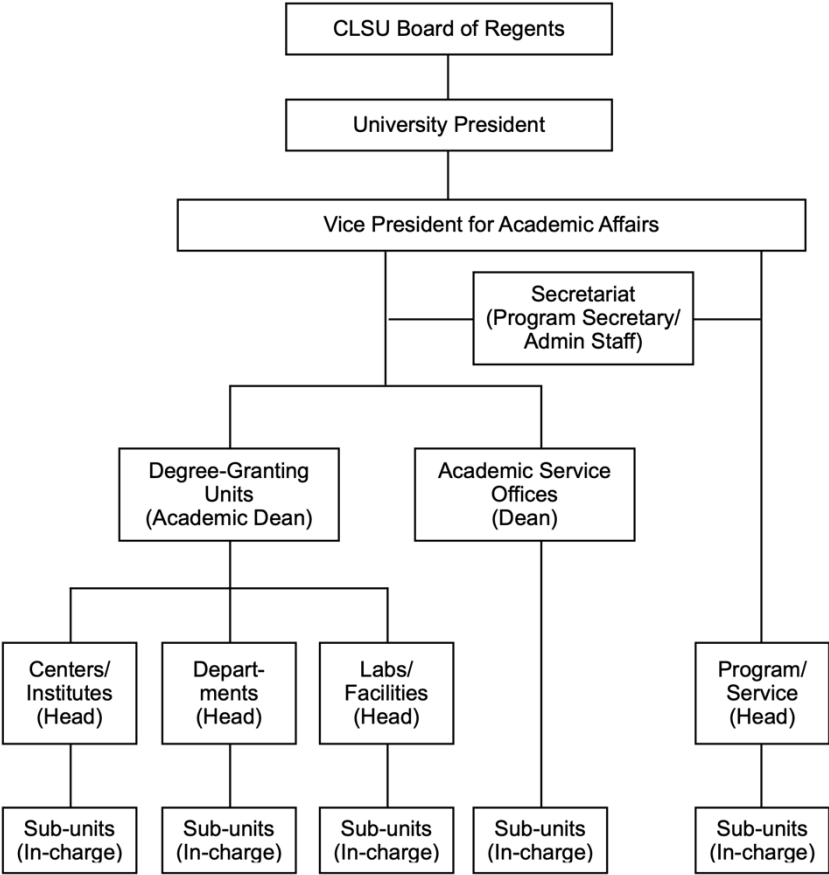
Article 163. Amendment Clause. Save as to matters specifically provided for by law, any provision of this University Code may be amended by the Board of Regents, and where the Charter so requires, upon the recommendation of the Administrative Council.

Article 164. Repealing Clause. All existing rules, regulations or penalties in contrary or inconsistent with this University Code are hereby repealed and/or modified accordingly.

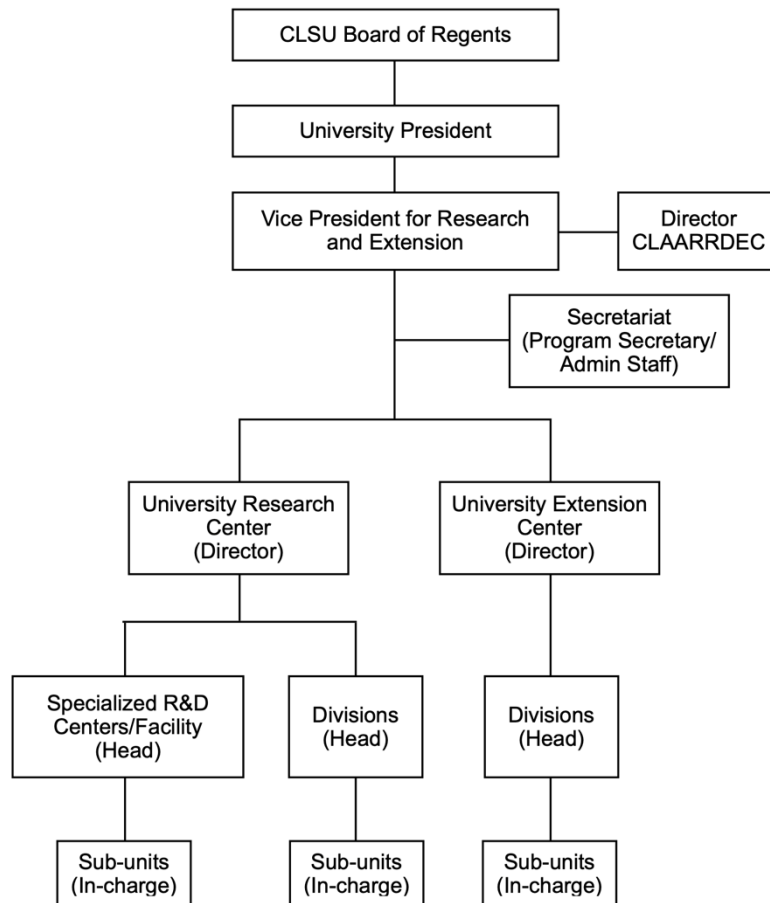
Article 165. Effectivity. This University Code shall take effect upon the approval of the Board of Regents.

Article 166. Transitory Provision. Changes made and new provisions and rules laid down in this code which may prejudice or impair vested or acquired rights under previously existing rules shall have no retroactive effect.

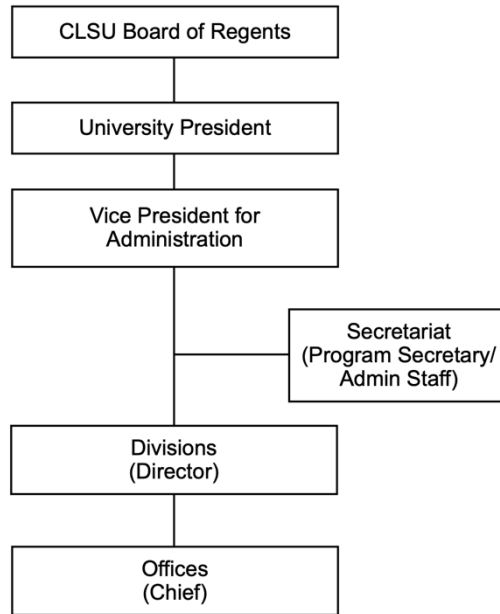
Organizational Structure of the Academic Affairs Program



Organizational Structure of the Research and Extension Program



Organizational Structure of the General Administration and Support Services Program



Organizational Structure of the Business Affairs Program

