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West Visayas State University  
(Formerly Iloilo Normal School)  
**OFFICE OF THE PRESIDENT**  
Iloilo City, Philippines

## **FOREWORD**

The University Code serves as the bible that will guide us in the various facets of the University operation.

The first West Visayas State University (WVSU) Code was formulated in 1995. Through the years, many changes and developments have evolved in our university's life; thus, it is imperative that we have to review, revisit, and make necessary changes in our Code so that it would reflect our unique identity and uniqueness as an institution of higher learning.

The Code articulates the parameters as the University pursues its vision, mission and goals. It was codified to safeguard individual right and individual growth while promoting academic environment that adheres to the quest for quality and excellence in higher education.

As members of the WVSU academic community, we all have a shared commitment and responsibility in achieving its dreams and aspirations. We all play active and essential roles in the formulation of various policies and the implementation of its programs and thrusts. As such, we also have the important task of upholding the University's integrity through faithful compliance to the rules and regulations embodied in the Code.

Let this Code be our guide as we perform our duties and functions as members of the WVSU community, whose individual worth is preserved and respected.

May this code guide us well in our journey towards educational quality and excellence.

Mabuhay ang WVSU!

  
**LUIS M. SOROLLA, JR., Ph.D., CSEE**  
SUC President IV

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## WEST VISAYAS STATE UNIVERSITY

### UNIVERSITY CODE

#### BOOK ONE

#### GOVERNANCE AND ADMINISTRATION

Book One provides information about the governance and administration of the West Visayas State University in terms of its vision, mission, core values and purposes.

#### Chapter 1: General Provisions

**Article 1. Title.** This code shall be known as the “The 2013 Revised West Visayas State University Code.”

**Article 2. Nature.** The West Visayas State University (WVSU) with the main campus in Iloilo City and its campuses in Western Visayas, Republic of the Philippines, is a public, non-sectarian, non-profit institution established for national and international development.

**Article 3. The Charter.** Founded as Iloilo Normal School in 1902, the West Visayas State College was established under Republic Act No. 4189 as amended by Republic Act No. 6596. On January 27, 1986, the College was converted into the West Visayas State University by virtue of Presidential Decree 2019 which integrated the Iloilo National College of Agriculture (INCA) in Lambunao, Iloilo, now the College of Agriculture and Forestry.

In addition, R.A. 8292, the Higher Education Modernization Act and RA 8760 stipulated the integration into the University of four Commission on Higher Education (CHED) - supervised schools – the Janiuay Polytechnic College (JPC), Lambunao Institute of Science and Technology (LIST), Calinog Agricultural Industrial College (CAIC) and Pototan College of Arts and Sciences (PCAS).

#### Article 4. Vision and Mission Statement, Core Values and Purposes

**Section 1. Vision Statement:** To be one of the top universities in Southeast Asia.

**Section 2. Mission:** To produce globally competitive lifelong learners.

Cognizant of the fact that it is a public entity supported by public funds, the West Visayas State University must strive to implement programs supportive of the educational goals of the country as embodied in the Constitution of the Republic of the Philippines. It shall inculcate patriotism and nationalism, foster love of country, respect for human rights, appreciation of the role of national heroes in the historical development of the country, teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency.

**Section 3. Core Values.** Service, Harmony and Excellence are the core values that the administration, faculty, non-teaching staff and students of West Visayas State University shall consistently strive for.

- a. **Service** – from its original advocacy of teaching young, brilliant and dedicated Filipinos to become efficient and effective professionals, the University shall continue widening its horizon to include other nation-building efforts. Various community outreach programs shall be incorporated in its curriculum to benefit the poorest of the poor in Western Visayas.
- b. **Harmony** – the University shall thrive in the diversity of its community members and shall persevere in its efforts to reach its goals and accomplish its mission.
- c. **Excellence** – the University intends to succeed in its mission of producing globally competitive lifelong learners. It shall continuously live up to the legacy as an educational institution of high repute.

**Section 4.** The Purposes of the University are:

- a. To provide quality education in the sciences, arts and letters and assure transmission of cultural heritage;
- b. To advance and disseminate knowledge through research, give professional and technical instruction, and provide extension services at all levels;
- c. To establish linkages with other agencies or institutions of higher learning both on the national and international levels; and
- d. To offer courses in response to regional, national and international development needs.

**Article 5. Principles.** The operation of the University is guided by the following principles:

**Section 1. Academic Freedom.** The University has the right and the responsibility to exercise academic freedom. Institutional academic freedom is the freedom of the university from intervention and control in the conduct of its affairs. Individual academic

freedom is the right of the institution and faculty member to conduct academic and scholarly inquiry and to publish the results without prior restraint or subsequent punishment.

**Section 2. Responsibility.** As a state funded institution of higher learning, the University is responsible for carrying out the basic principles laid down by the Constitution of the Philippines and to relate its activities and offerings to the needs of the nation and the world.

Training for responsible leadership and citizenship shall be provided to those who avail of its instruction to achieve their maximum potential in a society that respects human dignity to attain the common good.

**Section 3. Academic Standards.** The University shall achieve and maintain high academic standards of instruction, research and extension. Other administrative and auxiliary activities shall be supportive of these functions.

**Section 4. Autonomy.** The heads of the various campuses, colleges, and units shall exercise autonomy in the conduct of their internal affairs in consonance with their functions subject to certain limitations as may be provided by law and University rules and regulations.

**Section 5. Collegiality.** The University shall practice participative problem-solving and decision-making.

**Article 6. Powers.** The powers of the University, in addition to those provided in the Constitution of the Philippines, shall be those set forth in its Charter (Republic Act 4189, as amended by Republic Act 6595 and Presidential Decree 2019), those granted to corporations in general under the Corporation Law (Section 13 of R.A. 1459 as amended), P.D. 1437, R.A. 8292 and such other powers as may hereafter be provided by law.

## Chapter 2. The Board of Regents

### Article 7. General Powers and Duties

**Section 1.** The governance of the University shall be vested upon the Board of Regents (BOR) of the West Visayas State University as constituted by P.D. No. 1437, P.D. No. 2019 and RA. 8292. The BOR shall exercise policy-making functions in accordance with general policies, plans, and programs on education as formulated by the Government.

**Section 2.** The administration and the exercise of the University corporate powers are vested exclusively in the BOR and the President of the University.

**Section 3.** The BOR is an august body and shall work for the best interest of the University.

### Article 8. Specific Powers and Duties

**Section 1.** All matters to be acted upon by the BOR must be endorsed by the appropriate council (Administrative, Academic, Research and Extension).

**Section 2.** In addition to the general powers and duties, the BOR shall have the following specific powers and duties as provided for under Section 13 of R.A. No. 1459, as amended, otherwise known as the Corporation Law and Section 36 of Batas Pambansa Blg. 68, otherwise known as the "Corporation Code of the Philippines" and Rule V of the Implementing Rules and Regulations for R.A. 8292 specifically Section 18:

- a. To enact rules and regulations not contrary to law, as may be necessary to carry out the purposes and functions of the University;
- b. To receive and appropriate all sums as may be provided for the support of the University, in the manner it may determine and in accordance with its discretion, in order to carry out the purposes and functions of the University;
- c. To receive in trust, legacies, gifts, and donations of real and personal properties of all kinds and to administer and dispose the same when necessary for the benefit of the University, subject to limitations, directions and instructions of the donors, if any;
- d. To fix the tuition fees and other necessary charges, such as, but not limited, to matriculation fees, graduation fees and laboratory fees, as they may deem proper to impose, after due consultations with the involved sectors; Such fees and charges, including government subsidies and other income generated by the University, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests that shall accrue therefrom shall be part of the same fund for the use of the University: Provided, that income derived from University hospitals shall be exclusively earmarked for the operations of the hospital;

Any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by BOR for instruction, research, extension or other programs/projects of the University; provided that all fiduciary fees shall be disbursed for the specific purposes for which these are collected.

If, for reasons beyond its control, the University shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Governing Board (GB) may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University.

- e. To adopt and implement a socialized scheme of tuition and school fees for greater access poor but deserving students.
- f. To authorize the construction or repair of buildings, machineries, equipment and facilities and the purchase and acquisition of real and personal properties, including necessary supplies, materials and equipment. Purchases and other transactions entered into by the University through its GB shall be exempt from all taxes and duties in accordance with existing laws.
- g. To appoint/designate, upon the recommendation of the President of the University, the institution's Vice President(s), Campus Administrators, Deans, Directors, heads of departments, faculty members, and other officials and employees.
- h. To fix and adjust salaries of faculty members and administrative officials and employees, subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- i. To approve the curricula, institutional programs and rules of discipline drawn by the Administrative and Academic Councils as herein provided;
- j. To set policies on admission and graduation of students;
- k. To award honorary degrees upon persons in recognition of their outstanding contributions in the fields of education, public service, arts, science and technology or in any field of specialization within the academic competence of the University and to authorize the award of certificates of completion for non-degree and non-traditional courses;
- l. To absorb non-chartered tertiary institutions within the respective provinces where the university or college is located, in coordination with the CHED which must approve the same, and in consultation with the Department of Budget and Management (DBM), and to offer therein needed programs or courses in order to promote and carry out equal access to educational opportunities mandated by the Constitution;
- m. To establish research and extension centers of the University where such will promote its development;
- n. To establish Chairs in the University and to provide fellowship for qualified faculty members and scholarships to deserving students;

- o. To delegate any of its powers and duties provided herein to the President and/or other officials of the University as it may deem appropriate so as to expedite the administration of the affairs of the University;
- p. To authorize an external management audit of the University and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- q. To collaborate with the other Board of chartered State Universities and Colleges (SUCs) within the province or the region, under the supervision of the CHED which must approve the same, and in consultation with the Department of Budget and Management, and work towards their restructuring so that they will become more efficient, relevant, productive and competitive;
- r. To enter into joint ventures with business and industry for the profitable development and management of the economic assets of the University, the proceeds from which is to be used for the development and strengthening of the University;
- s. To develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign in furtherance of the purposes and objectives of the University;
- t. To develop academic arrangements for institution-capability building with appropriate institutions and agencies, public and private, local, and foreign, and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- u. To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- v. To establish policy guidelines and procedures for participative decision-making and transparency within the University;
- w. To privatize, where most advantageous to the University, the management of non-academic services such as health, food, building or grounds, or property maintenance, and similar such other activities; and,
- x. To extend the services of an incumbent President of the University, beyond the compulsory age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated by it as outstanding, and upon unanimous recommendation by the Search Committee (SC) concerned.

## Article 9. Members and Officers

**Section 1.** Membership in the BOR shall be consistent with the enabling act of the University or any act that may be passed by the Congress pertinent to the governance of State Universities and Colleges.

The BOR shall be composed of the following:

- a. Chairman of the Commission on Higher Education (CHED) as Chairman;
- b. President of the West Visayas State University as Vice Chairman;
- c. Chairman of the Commission on Education of the Senate, Congress of the Philippines, as member;
- d. Chairman of the Commission on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
- e. Regional Director of the National Economic Development Authority (NEDA), as member;
- f. Federation President of the Faculty Association (FA), as member;
- g. Federation President of the Supreme Student Council, as member;
- h. Federation President of the Alumni Association, as member;
- i. Two (2) prominent citizens representing the private sector, as members.

The Board has the authority to designate or invite observers during their meetings, when necessary.

**Section 2.** The Chairman shall preside over all meetings of the Board. In his absence, the Vice Chairman shall preside.

**Section 3.** The Secretary of the BOR shall also be the Secretary of the Administrative and Academic Councils, Research and Extension Council and shall be designated by the BOR upon recommendation by the President of the University. He/She shall notify every regent and council member of all meetings of the Board and Councils and shall send to each a copy of the agenda together with a copy of minutes of the preceding Board and Councils meetings at least two days before a scheduled meeting. He/She shall keep complete and accurate records of the Board and Councils proceedings and inform units or entities concerned of the resolutions passed by the Board which affect them.

**Section 4.** In the absence of the Secretary, the Board shall designate an ad-interim secretary.

**Section 5.** In the interest of service, the University President may designate a University Secretary.

#### **Article 10. Meetings**

**Section 1.** The frequency, date, and venue of regular meetings shall be determined by the BOR.

**Section 2.** A quorum of the Board shall consist of one-half plus one of all its membership. No regular meetings or special sessions, however, shall be validly held or could legally occur without the presence of either the CHED Chairman who is the Chairman of the Board or the CHED Commissioner as the duly designated Chair, or the President of the University who is the Vice-Chairman thereof.

**Section 3.** The CHED Chairman or the CHED Commissioner as Regular Chair, or the President, who is the Vice-Chairman, shall preside. When the Chairman is unable to attend any regular meeting or special session, he/she may designate in writing one of the CHED Commissioners to represent him/her. The Commissioner so designated shall not preside over the meeting but shall have all the rights and responsibilities of a member thereof.

The CHED Chairman, however, may designate in writing a Commissioner to act as the regular Chair of the Board in any of its regular meeting or special sessions, in which case the Commissioner so designated shall act as the presiding officer.

**Section 4.** Special Sessions of the BOR may be held only upon the call of its Chair or Vice-Chair provided that the members of the Board have been duly notified in writing of the said special session three (3) days before its holding.

BOR members who believe that special session should be conducted may petition in writing the Chair or Vice-Chair accordingly.

**Section 5.** Regular meetings of the Board shall be once every quarter. Special meetings may be called by the Chairman or Vice Chairman or by a majority of the members of the Board; provided that the members of the Board have been duly notified in writing of the said special session three (3) days before its holding; provided further, that only four (4) regular meetings and two (2) special meetings shall be granted the authorized allowance.

**Article 11. Compensation.** The Chairman, Vice-Chairman and Members of the GB of the University shall not receive any regular compensation as such but they shall receive entitlements to actual allowances allowed by law, and reimbursement of necessary expenses incurred during or in conjunction with their attendance in the regular meetings or special sessions of the GB or in connection with their performance of official business duly authorized by the GB through a resolution.

#### **Article 12. Annual and Other Reports**

**Section 1.** On or before the fifteenth (15th) day of the second month after the opening of regular classes each year, the University President shall file with the Office of the President of the Philippines, through the Office of the CHED Chairman or the CHED Commissioner serving as Chair of the BOR, the detailed annual report of the University for the preceding fiscal year setting forth the progress, conditions and needs of the University. The annual report shall be prepared by the Office of the President of the University.

**Section 2.** Other reports required by appropriate bodies shall be prepared by the different units concerned for consolidation by the University Planning and Development Office.

#### **Chapter 3. WVSU Campuses**

**Article 13. Composition.** The campuses of the University are the WVSU and WVSU Medical Center (MC) in Iloilo City, WVSU-CAF in Lambunao, WVSU in Calinog, WVSU in Janiuay, WVSU in Lambunao and WVSU in Pototan.

#### **Article 14. Powers**

**Section 1.** The Campus Administrators shall be directly responsible to the President for the implementation and supervision of approved policies and programs of their respective campuses.

**Section 2.** The different campuses shall have fiscal autonomy as determined by personnel authorized by the BOR.

#### **Article 15. The WVSU Medical Center**

**Section 1.** The WVSU-MC shall serve as training hospital for the College of Medicine, the College of Nursing, and health-related affiliating institutions.

**Section 2.** The head of the WVSU- MC is the University Medical Center Director who is under the supervision of the Vice President for Medical and Allied Sciences.

**Section 3.** The income of the WVSU-MC shall be exclusively earmarked for the operating expenses of the hospital as stipulated in Republic Act 8292.

**Section 4.** The WVSU-MC shall operate according to the standards set by appropriate regulatory and/or accrediting bodies.



## Chapter 4. The Academic Council

### Article 16. Composition

**Section 1.** There shall be established and constituted in University, an Academic Council (AC) with its President as Chairman and all the members of its instructional staff with the rank of not lower than Assistant Professor as members.

**Section 2.** Heads of academic units and departments even with ranks lower than Assistant Professor are also included as members of the Academic Council.

**Section 3.** Campus/academic councils likewise may be established, provided that these campuses should have equal representation in the university AC

**Section 4.** The President of the Supreme Student Council or the Federation Chair or his/her representative may be invited when matters being discussed require his/her presence.

**Section 5.** The University Secretary shall act as the Secretary of the Academic Council. It shall be his/her duty to issue notices and agenda of meetings of the Council, to keep minutes of its proceedings and to furnish a copy of the minutes to each member of the council.

### Article 17. Powers

**Section 1.** The Council shall have the following powers:

- a. Determine, review and recommend for the approval of the BOR the course offerings of the University;
- b. Devise/ draft, review and recommend for the approval of the BOR the rules of discipline for the University;
- c. Fix the requirements for the admission of students in the University as well as for their graduation and conferment of degrees and submit the same to the BOR for review and/or approval;
- d. Set criteria and recommend recipients for student awards and honors;
- e. Recommend recipients of honorary degrees subject to existing guidelines; and
- f. Perform such other functions as may be delegated by the BOR or by the President of the University.

**Section 2.** It shall coordinate with the Administrative Council for its consideration the adoption of programs and projects that require financial and other logistical support.

**Article 18. Presiding Officer.** The President of the University shall be the presiding officer of the Academic Council. In his absence, the Vice-President for Academic Affairs (VPAA) shall preside, or in the absence of both, the Director of Instruction and Quality Assurance (DIQA).

### Article 19. Meetings

**Section 1.** The Academic Council shall conduct a regular meeting at least once a semester. Special meetings may be called by the President or upon the special request of at least one-fifth of the members of the council.

**Section 2.** Every member of the Academic Council is required to attend all its meetings.

**Section 3.** An absence by any member must be explained satisfactorily in writing within 72 hours after the meeting, excluding Saturdays, Sundays and Holidays, to the Secretary of the Council through the Deans or academic heads concerned.

**Section 4.** Following are satisfactory reasons for absences:

- a. Official trips; or
- b. Illness or accident of faculty and/or immediate members of the family preferably substantiated by the appropriate certificates issued by legitimate issuing officers.

A member who fails to attend the meeting of the Academic Council without acceptable satisfactory reasons shall file necessary papers for leave of absence for the day of the meeting.

**Section 5.** Notice of meetings shall be disseminated at least forty-eight (48) hours before the scheduled date and time.

**Section 6.** Proposals of any unit of the University to be discussed in the meetings shall be disseminated to all members of the Council at least forty-eight (48) hours before the meetings.

**Section 7.** A quorum of the Academic Council shall consist of a simple majority of all the members.

### Article 20. Amendments

**Section 1.** Any amendment to matters already passed and approved by the Academic Council shall be approved by three-fourths (3/4) votes of the members present in quorum. All Council members shall be furnished with copies of any proposed amendment at least three (3) days before the meeting.

**Section 2.** Matters referred back by the BOR for modification can be acted upon as part of new business and not as amendment.

**Article 21. Committees.** The Academic Council may create such committees as may be deemed necessary for the proper performance of its functions.

### Chapter 5. The Administrative Council

#### Article 22. Composition

**Section 1.** There shall be an Administrative Council (ADCO) for the University consisting of the President as Chairman, the Vice-Presidents, Campus Administrators, First Level Directors, Deans/Academic Directors, Hospital Director, and Division Chiefs of Administration and Finance.

**Section 2.** Other members may be included when deemed necessary by the Administrative Council.

**Section 3.** The Secretary of the Administrative Council shall be the University Secretary who will disseminate the notice and agenda of meetings at least 48 hours in advance and shall keep the record of minutes. The minutes of the previous meeting shall be distributed with the notice of meetings.

**Section 4.** Campus ADCO may be established provided that these campuses have equal representation in the University ADCO.

**Section 5.** The President of the Supreme Student Council or the Federation Chair and Federated FA President or his/her representative may be invited when matters being discussed require his/her presence.

#### Article 23. Duties and Responsibilities

**Section 1.** The ADCO of the University, so formed and constituted, shall review and recommend in accordance with its GB appropriate policies governing the administration, management and development planning of the University for latter's action as it may deem fit.

**Section 2.** Other specific duties:

- a. To consider academic policy matters and make recommendations to the Academic Council;
- b. To act as an advisory body to the President of the University on official matters when he/she seeks advice.

#### Article 24. Meetings

**Section 1.** The Administrative Council shall meet upon the call of the President of the University or, in his/her absence, of the officer-in-charge, or upon request of one-third or a majority of all members.

**Section 2.** The quorum shall be a simple majority of all the members.

**Section 3.** The Vice Presidents shall initiate the submission of the proposed agenda matters from their respective units to the Office of the President at least seven (7) working days before the scheduled meeting.

#### Article 25. Committees

**Section 1.** The Administrative Council may create such committees, standing or ad hoc, as it may deem necessary and convenient for the proper performance of its functions.

**Section 2.** The President of the University shall be ex-officio member of every standing or ad hoc committee of the Administrative Council.

### Chapter 6. The University Research Council

#### Article 26. Composition

**Section 1.** The composition of the University Research Council (URC) is limited to members of the faculty with the rank of Assistant Professor and up. The President of the University shall sit as honorary chair, the Vice President for Research, Extension and Training (VPRET) as chair, the Director of the University Research and Development Center as co-chair, and a secretary to be designated from among the members.

**Section 2.** In any case where the faculty of lower rank than Assistant Professor is active in research activity and has proven himself/herself worthy of recognition, he/she can be eligible to become a member of the council through the recommendation by the members and to be decided by a committee headed by the VPRET.

#### Article 27. Duties and Responsibilities

**Section 1.** The members of the URC must be actively engaged in research either as co-researcher, study, project, or program leader aside from his/her thesis or dissertation.

**Section 2.** The URC shall link together researchers to facilitate research activities, establish mechanism to strengthen the University's research capabilities, encourage resource sharing among the different college and units and promote the dissemination and utilization of research results.

**Section 3.** The research proposals evaluated during the In-house Review will be forwarded to the URC for endorsement to the BOR for information, recognition, confirmation and action. Researches with external funding will also be recommended for confirmation to the BOR.

**Section 4.** Only proposals approved by the BOR will be recognized and/or eligible for funding by the University.

**Article 28. Meetings.** The URC shall meet at least twice a year, once every semester to decide, approve, and recommend matters for approval by the BOR. The meeting shall be presided by the VPRET.

### Chapter 7. The University Extension Council

#### Article 29. Composition

**Section 1.** Membership to the University Extension Council shall be open to the following:

- a. Faculty members with permanent position of Associate Professor to full Professor;
- b. Faculty members with ranks of Instructors to Assistant Professor and non-teaching personnel with approved extension programs/projects and with designation as Extension Program/Project Leaders; and
- c. Faculty and non-teaching staff designated as Extension Coordinators and extension implementers regardless of academic rank.

#### Article 30. Duties and Responsibilities

**Section 1.** The members of the University Extension Council must be actively engaged in extension activities either as a member of the team, project or program leader

**Section 2.** The Council shall link together extension workers to facilitate extension activities, establish enabling mechanisms to strengthen extension capabilities, encourage resource sharing among the different campuses, colleges and units, and promote technology transfer and dissemination.

**Section 3.** The Council shall endorse to the BOR for approval extension proposals evaluated during the In-House Review. Extension programs/projects with external funding shall likewise be endorsed to the BOR for confirmation.

**Section 4.** Only proposals approved by the BOR will be recognized and/or eligible for funding by the University.

**Article 31. Meetings.** The Council shall meet at least once every semester to decide, approve, and recommend matters for approval by the BOR. The meeting shall be presided by the VPRET.

### Chapter 8. Officers of Administration

#### Article 32. University Officers

**Section 1.** The officers of Administration of the University shall be the President, the Vice President for Administration and Finance (VPAF), Vice President for Academic Affairs (VPAA), Vice President for Medical and Allied Sciences (VPMAS), Vice President for Research, Extension and Training (VPRET), Campus Administrators, Deans /Academic Directors, first level Directors and Academic/Administrative Heads.

#### Article 33. The President of the University

**Section 1.** The President shall be the chief executive officer of the University who shall be selected and appointed by the BOR upon the recommendation of a Search Committee for the Presidency (SCP) duly constituted by it. The selection process shall be democratic and transparent.

**Section 2.** The compensation of the President shall be fixed by the pertinent laws. The President is entitled to privileges and other emoluments duly authorized for the position.

**Section 3.** The President shall have general supervision and control over all operations of the University.

#### Article 34. Qualifications of the President

**Section 1.** The President of the University shall be a holder of an earned doctorate degree preferably with major in Educational Management/Management/Administration. He/She shall have administrative and supervisory experience of at least three (3) years in an institution of higher learning.

**Section 2.** Other criteria for the selection of the President shall include:

- a. Vision
- b. Other educational preparations
- c. Professional experience
- d. Leadership and integrative skills
- e. Management experience and competence

- f. Personal integrity and honesty
- g. Public image and credibility
- h. Acceptability to the University Community

#### Article 35. Tenure of the President

**Section 1.** The President of the University shall be appointed for a term of four (4) years counted from the date of his/her appointment as President, the beginning and end of which must be clearly specified in the appointment, or until he/she shall have reached the age of compulsory retirement whichever comes first. The appointment papers shall be signed by the CHED Chairman or the CHED Commissioner duly designated as Regular Chair of the BOR.

**Section 2.** The services of an incumbent President of the University may be extended beyond the compulsory age of retirement but not later than the age of seventy (70), performance has been unanimously rated by the BOR as outstanding, after unanimous recommendation by the Search Committee concerned.

In case the incumbent is eligible and qualified per standards set by the BOR in accordance with RA 7722 for re-appointment, no search need be conducted, at the discretion of the Board (RA 8292, Section 28). He/She may be re-appointed for another term of four (4) years only.

**Section 3.** Should a vacancy occur in the Office of the President, by reason of death, transfer, resignation, removal for cause or incapacity of the incumbent President to perform the functions of his/her office, the CHED Chairman or the CHED Commissioner as Chair of the BOR, within fifteen (15) days from the occurrence of such vacancy, shall be designated as Officer-in-Charge, subject to confirmation by the Board.

**Section 4.** Within six (6) months before the expiration of the term of office of the incumbent President, the Board must constitute a Search Committee for the Presidency (SCP) taking into consideration representatives from the academic community, a private sector representative not in any way connected or associated with the university, PASUC representative, and a CHED representative.

**Section 5.** In case a new President is appointed by the BOR after a permanent vacancy occurs in the Office of the President but during the term of office of the original appointee, the new President as his/her successor shall hold office only for the unexpired portion of his/her term. This service for the unexpired term shall not, however, count as one (1) full-term for purposes of appointment/re-appointment.

**Section 6.** The term of office of the President shall be in consonance with the term fixed by the BOR.

#### Article 36. Duties and Responsibilities of the President

**Section 1.** The President of the University shall lead the University toward the fulfillment of its objectives.

**Section 2.** His/Her specific duties are:

- a. Carry out the policies of the BOR and shall have the power to act within said policies. He/She shall have the power to exclusively direct and assign the details of executive action;
- b. Determine the agenda of all meetings of the BOR, Academic, Administrative, Research and Extension Councils. However, any member of the BOR or of the Council may request for inclusion in the agenda any pertinent matter upon written request;
- c. Appoint qualified personnel to fill vacancies and new positions in accordance with the qualification standards set by the Civil Service Commission (CSC) subject to confirmation by the BOR;
- d. Preside at commencement and other public exercises of the University and confer such degrees and honors as granted by the BOR. All diplomas and certificates issued by the University Colleges/Campuses shall be signed by the respective Deans/Directors and Administrators;
- e. Exercise such powers and functions as delegated to him or as authorized by the BOR. The President shall inform the Board of any action taken by him/her in accordance with his/her power and duty;
- f. Change the leave status of any member of the academic staff from teacher's leave to cumulative leave or vice-versa subject to policies approved by the BOR;
- g. Hold the members of the academic and non-academic staff to the full discharge of their duties, and if the exigency of the service demands, shall, after consultations with the directors, deans or unit heads concerned, initiate the necessary proceedings for separation from the service of any of them.
- h. Submit annual and other reports to the BOR and other appropriate bodies/agencies on the performance of the university in the preceding fiscal year and the plans for the succeeding year.
- i. Present to the BOR the annual budget of the University;
- j. Review, modify or disapprove any action or resolution of any unit in the University if, in his/her judgment, the larger interest of the University so requires. Should such power be exercised, he/she shall communicate his/her decision in writing to the body concerned, stating therein the reasons

for his/her action, thereafter, he/she shall inform the BOR which body may subsequently take any action deemed appropriate in connection therewith;

- k. Receive all processes against the Board or, in his/her behalf, the University Secretary shall do so. He/She shall notify all members of the BOR, setting a date for them to meet immediately upon receipt of said notice;
- l. Delegate presidential functions to any officer/s in accordance with the rules prescribed by the BOR;
- m. Sign on behalf of the University all contracts, deeds and other instruments necessary for the operations of the University. However, in routine transactions and undertakings the President may direct in writing, officer(s) to sign such documents, subject to limitations and safeguards that he/she may impose;
- n. Recommend to the BOR the rates of honoraria or allowance for personnel appointed to basic positions on additional/designated assignments, unless otherwise provided by existing laws.

#### **Article 37. The Vice President for Academic Affairs**

**Section 1.** The designation of the Vice President for Academic Affairs (VPAA) shall be confirmed by the BOR upon recommendation of the President. He/She shall be directly responsible to the President.

**Section 2.** The qualifications of the VPAA shall be as follows:

- a. Holds an earned Doctor of Education/Doctor of Philosophy degree preferably in Curriculum/Instruction/Management or its equivalent;
- b. Holds an academic rank of at least associate professor;
- c. Has at least three (3) years of supervisory experience in an institution of higher learning.

#### **Section 3. Duties and Responsibilities**

- a. Be directly responsible to the President for carrying out all educational policies, for implementing all programs and projects of the institution, and for supervising curricular, instructional, and other academic activities in the institution;
- b. Exercise general supervision over all colleges, institutes, and other academic related service offices;

- c. Formulate, develop and evaluate educational policies, plans, programs and standards for the college and recommend these through the administrative and academic councils for the approval of the Board of Regents;
- d. Coordinate with the President and the Deans/ Directors of Instruction and Quality Assurance, Research and Extension regarding instructional, research, and extension programs of the University;
- e. Provide effective liaison between the University and the community, other educational institutions, organizations, and foundations on academic affairs;
- f. Initiate and undertake activities that shall keep the University abreast with recent development in teaching, research, and extension;
- g. Prepare and pursue a program for faculty development;
- h. Assist the President in seeking grants and scholarships for the professional development of faculty and staff;
- i. Preside over meetings of the Council of Deans; and
- j. Perform such other functions that the President or the BOR may assign .

**Section 4.** The term of office of the VPAA shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### **Article 38. The Vice President for Administration and Finance**

**Section 1.** The designation of the Vice President for Administration and Finance (VPAF) shall be confirmed by the BOR upon the recommendation of the President. He/She shall be directly responsible to the President.

**Section 2.** The qualifications of the VPAF shall be as follows:

- a. Holds an earned doctorate degree preferably Doctor of Philosophy degree in Educational Management/Administration or in related field;
- b. Has at least three (3) years of administrative and supervisory experience in an institution of higher learning; and
- c. Manifests personal integrity and honesty.

#### **Section 3. Duties and Responsibilities**

- a. Shall serve as deputy of the President for administrative operations, planning and finance matters;

- b. Supervise over all offices and support services under him/her as reflected in the organizational chart of the University;
- c. Recommend to the President the allocation of funds for administrative operations and maintenance of the University in consultation with the Chief Administrative Officer – Finance Division;
- d. Ascertain that actual expenditures are in accordance with the authorized appropriations or allotments. This function refers to the exercise of budgetary control to insure that the expenditures of the University are within the limits of the authorized appropriations;
- e. Provide for the effective business management of auxiliary enterprises and other income generating projects.
- f. Develop, implement and enforce policies and procedures through systems that will improve the overall operation and effectiveness of the University;
- g. Ensure timely and accurate budget analysis and financial reporting for the management team, President and BOR;
- h. Direct all University investments and banking operations;
- i. Disseminate information within the University on budgetary processes and procedures related to operating and capital expenditures;
- j. Evaluate the finance/administrative services structure and team plan for the continuous improvement of its efficiency and effectiveness;
- k. Collaborate with internal departments and external agents and constituencies to provide financial information/reports in order to accomplish strategic initiatives; and
- l. Perform such other related duties as deemed necessary by the President or BOR.

**Section 4.** The term of office of the VPAF shall be in consonance with the term fixed by the BOR or co- terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### **Article 39. The Vice President for Research, Extension and Training**

**Section 1.** The designation of the Vice President for Research, Extension and Training (VPRET) shall be confirmed by the BOR upon recommendation of the President. He/She shall be directly responsible to the President.

**Section 2.** The qualifications of the VPRET shall be as follows:

- a. Holds an earned Doctor of Education/Doctor of Philosophy degree or its equivalent;
- b. Holds an academic rank of at least associate professor; and
- c. Has at least three (3) years of supervisory experience in Research and Extension and other related activities in an institution of higher learning.

#### **Section 3. Duties and Responsibilities**

- a. Exercise over-all supervision and control over Research, Extension and Training programs/projects, and personnel involved;
- b. Act as Chair and presiding officer of the University Research Council (URC) and the University Extension Council;
- c. Formulate procedures and policies for sound research, extension, training and development plans and activities;
- d. Provide leadership to ensure integrity, accountability and over-all excellence of programs, resources, and services of the divisions under him/her;
- e. Submit operating and capital budgets, allocation of short and long range planning for programs of research, extension and training;
- f. Supervise and monitor the implementation of the WVSU Intellectual Property Policy; and
- g. Perform other functions that may be delegated by the President or the BOR.

**Section 3.** The term of office of the Vice President for Research, Extension and Training shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### **Article 40. The Vice President for Medical and Allied Sciences**

**Section 1.** The designation of the Vice President for Medical and Allied Sciences (VPMAS) shall be confirmed by the BOR upon the recommendation of the President. He/She shall be directly responsible to the President.

**Section 2.** The qualifications of the VPMAS shall be as follows:

- a. Preferably holds a doctorate of Medicine /Education/Doctor of Philosophy degree or its equivalent;

- b. Holds an academic rank of at least associate professor; and
- c. Has at least three (3) years of supervisory experience in an institution of higher learning.

### Section 3. Duties and Responsibilities

- a. Coordinate with the VPAF regarding financial and other administrative matters, the VPAA on instructional programs, and the VPRET on research and extension programs of the Allied Sciences Unit;
- b. Supervise the Deans of the College of Medicine, Nursing and Allied Sciences, University Medical Center Director and the Physician-in-Charge of the University Health Services and other heads of units which may be created in the future;
- c. Oversee the operations of the WVSU- MC as a training hospital of the College of Medicine and the College of Nursing;
- d. Recommend to the President for confirmation by the BOR the appointments of faculty and staff to the Allied Sciences Unit after proper selection by a screening committee;
- e. Advise and give assistance concerning medical education and medical care delivery provided to the President, the Vice Presidents, deans, directors, faculty and staff of the other allied sciences system;
- f. Submit operating and capital budgets, plans and for medical programs;
- g. Is responsible for negotiating, executing and maintaining extramural affiliation agreements involving medical affairs/health sciences and Medical Center management contracts; and
- h. Perform other functions that maybe delegated by the President or the BOR.

**Section 4.** The term of office of the VPMAS shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

### Article 41. The University Secretary

**Section 1.** The Secretary of the University shall be confirmed by the BOR upon the recommendation of the President. He/She shall serve also as Secretary of the BOR and of the Administrative and Academic Councils.

**Section 2.** The qualifications of the University Secretary shall be as follows:

- a. Holds at least an LLB degree or a Master's degree (or its equivalent);
- b. Has at least three years of experience in government service; and
- c. Is psychologically fit for the job.

### Section 3. Duties and Responsibilities

- a. Prepare agenda folder and provide the BOR with notices of meeting upon consultation with the President;
- b. Provide pertinent enclosures for adequate documentation of items in the agenda and send out agenda booklets to the members of the BOR;
- c. Maintain, prepare and keep record of official and full minutes of the Board meetings and provide members with certified copies of the proceedings/resolutions;
- d. Collate research data and information needed by the members of the Board;
- e. Does liaison work for the President on Board matters;
- f. Should maintain confidentiality of the minutes and other records of the Board, however, excerpts or BOR resolutions may be provided upon request during office hours;
- g. Takes charge of all the preparations and other details incidental to the Board meetings; and
- h. Perform other functions required by the President.

### Article 42. The Campus Administrator

**Section 1.** The designation of the Campus Administrator shall be confirmed by the BOR upon recommendation of the President. He/She shall be directly responsible to the President.

**Section 2.** The qualifications of the Campus Administrator shall be as follows:

- a. Holds an earned Doctor of Education/Doctor of Philosophy degree preferably in Curriculum/Instruction/ Management or its equivalent;
- b. Holds an academic rank of at least associate professor; and
- c. Has at least three (3) years of supervisory experience in an institution of higher learning.

### Section 3. Duties and Responsibilities

- a. Provide leadership in developing the total program under their jurisdiction;
- b. Recommend all personnel appointments requiring approval by the President and the BOR;
- c. Provide for regular periodic evaluation of each administrative officer in his/her units, which may include consultation with faculty and students;
- d. Concern with the planning and development of all activities of his/her units and be responsible for their coordination;
- e. Submit annual budgets for operations and construction to the President covering all activities assigned to his/her units; and
- f. Determine the basic organization of the educational and administrative structure of the campus, subject to applicable policies and approval by the President and the Board. Such administrative and educational organization may include departments, schools, institutes, centers, divisions and all similar designations.

**Section 4.** The term of office of the Campus Administrator shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

**Article 43. First Level Directors.** The First Level Directors are:

- a. Director, Instruction and Quality Assurance
- b. Deans/Academic Directors
- c. Dean, Office of Student Affairs
- d. Director, University Research and Development Center
- e. Director, University Extension and Development Center
- f. Director, University Planning and Development Office
- g. Director, University Resource Generating Project and Auxiliary Services (URGPAS)
- h. Director, University Medical Center

### Article 44. The Director of Instruction and Quality Assurance

**Section 1.** The designation of the Director of Instruction and Quality Assurance (DIQA) shall be made by the President upon the recommendation of the Search Committee chaired by the VPAA subject to confirmation by the BOR.

**Section 2.** The qualifications of the DIQA shall be as follows:

- a. Preferably holds a Doctor of Education/Doctor of Philosophy degree in Management/Supervision or Curriculum Instruction and Evaluation (or relevant Ph.D. or Ed.D. degree) from an accredited HEI;
- b. Has at least five years of very satisfactory teaching experience at the tertiary level;
- c. Is competent in instruction, administration and/or research in higher education for at least three (3) years;
- d. At least an associate professor;
- e. Has a proven integrity of leadership, fairness, honesty and diligence; and
- f. Is acceptable to the academic community.

**Section 3.** The DIQA shall coordinate and monitor the instruction functions and other academic activities of the various colleges, schools and units of the university that offer degrees and certificates or diplomas as reflected in the organizational chart of the University.

**Section 4.** His/her specific duties are:

- a. Exercise supervision and administrative control over the heads of colleges and other University units supportive of academic program;
- b. Formulate, develop and evaluate educational policies, plans, programs and standards with the different instructional units of the University;
- c. Develop guidelines necessary in the proper implementation of educational plans and programs;
- d. Evaluate plans, programs and standards for the preparation and upgrading of various curricula and of the quality of instruction and the improvement of the school facilities in relation to instruction;
- e. Provide technical assistance to the Vice President(s) on matters pertaining to instruction;
- f. Recommend to the VPAA as to budget, planning and development matters related to projected improvement of instruction;



- g. Coordinate with the University Registrar the preparation of the school calendar, scheduling of classes and the supervision of regular and summer classes;
- h. Recommend to the President of the University, through the VPAA, the designation of the department chairs of the various disciplines upon endorsement by their respective deans;
- l. Perform such other functions as the VPAA may assign and such other jobs or tasks as might rightly fall within his/her jurisdiction.

**Section 5.** The term of office of the DIQA shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### Article 45. The Dean/Academic Director

**Section 1.** The designation of the Dean/Academic Director shall be made by the President upon recommendation of the Search Committee chaired by the Vice President for Academic Affairs subject to confirmation by the BOR.

**Section 2.** A Dean/Academic Director must have the following qualifications:

- a. Holds an appropriate doctorate degree or can be any faculty with an academic rank of at least an assistant professor;
- b. Has at least three (3) years of very satisfactory teaching performance preferably in the college in which he/she is eligible for nomination and subsequent designation.

**Section 3.** The Dean/Academic Director shall exercise control and general supervision, direction, evaluation and coordination of the instruction research and extension operations and activities of the college/unit.

**Section 4.** The specific duties and responsibilities of the Dean/Academic Director are:

- a. Implement and execute approved programs and projects and to ensure compliance to existing approved policies and guidelines of the University and other regulatory bodies;
- b. Take leadership in the development of curriculum materials and promotion of research and studies for the advancement of education;
- c. Prepare the program of expenditures and recommend budget appropriations for the college/unit needs, projects, programs and additional faculty;
- d. Review and evaluate faculty performance, request permission to teach and transfer and to recommend appropriate actions;

- e. Confer, coordinate and cooperate with other colleges/units and departments of the University, other training institutions, study centers and agencies;
- f. Direct the organization and scheduling of classes in coordination with the Division and Department Chairs and the DIQA;
- g. Recommend faculty to avail of scholarships and benefits under the human development program;
- h. Receive and endorse official communications for the college;
- i. Exercise supervision and control over student activities of the college;
- j. Submit reports as may be required;
- k. Recommend to the President the designation of an Associate Dean/s, College Secretary and Department/Division Chairs subject to existing guidelines; and
- l. Perform such other functions that the DIQA, VPAA and the President may assign.

**Section 5.** The term of office of the Dean/Academic Director shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### Article 46. The Dean, Office of Student Affairs

**Section 1.** The designation of the Dean of the Office of Student Affairs (OSA) shall be made by the President upon recommendation of the Search Committee chaired by the Vice President for Academic Affairs subject to confirmation by the BOR.

**Section 2.** The Dean of the OSA must have the following qualifications:

- a. Has a doctorate degree preferably in Psychology/ Guidance and Counseling or its equivalent;
- b. Has at least three years of very satisfactory experience in the management of school programs; and
- c. Is generally acceptable to the University community.

**Section 3.** He/She shall have the following duties and responsibilities:

- a. Assist the President in the formulation and implementation of policies relating to student welfare;
- b. Develop and implement a well-balanced program of student activities;

- c. Nurture an environment, which is generally supportive of students, by providing opportunities for students to learn skills needed for optimum learning in the University;
- d. Plan and implement an orientation program for students;
- e. Screen applicants for scholarships/grants, student labor/assistantships, or for job placements;
- f. Establish linkages with benefactors, donors, sponsors in securing scholarship/grants;
- g. Accredite student organizations and monitor student activities within the framework of existing University policies;
- h. Supervise, assess and evaluate student services and student-initiated programs such as:
  - Guidance
  - Student Organizations
  - Interest Groups
  - Student Publications
  - Student Labor
  - Scholarship Grant (public, private or institutional)
  - University Dormitory
  - Cafeteria
  - Testing Center
  - International Students
  - Student Loans and Scholarships
  - Non Academic – Student Awards and Recognition
- i. Perform such other functions as may be assigned by the VPAA.

**Section 4.** The term of office of the Dean of the OSA shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### **Article 47. The Director, University Research and Development Center**

**Section 1.** The designation of the Director of the University Research and Development Center shall be made by the President upon recommendation of the Search Committee chaired by the VPRET subject to confirmation by the BOR.

**Section 2.** The qualifications of the Director of the University Research and Development Center shall be as follows:

- a. Holds a Doctor of Education or Doctor of Philosophy degree or its equivalent;
- b. Has at least three (3) years of experience and competence in individual or group research;
- c. Has exhibited leadership role, honesty, sincerity and innovativeness.

**Section 3.** The Director of the University Research and Development Center shall exercise direct supervision and control over research projects, project leaders and research personnel as reflected in the Organizational Chart of the University and the University Budget.

**Section 4.** The other specific functions are:

- a. Administer and supervise the research and development centers, experiment stations and research personnel;
- b. Coordinate, direct and supervise the research and development projects of the different units of the University;
- c. Review and recommend research projects/programs to appropriate funding agencies;
- d. Prepare, submit and monitor the research budget;
- e. Monitor the progress of all research activities done in the University;
- f. Initiate, organize and conduct in-service training programs to improve the competencies of faculty and staff to conduct research;
- g. Disseminate research outputs and research consciousness;
- h. Establish linkages with private and public agencies both local and foreign; and
- i. Submit reports on research-related activities as required.

**Section 5.** The term of office of the Director of the University Research and Development Center shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

**Article 48. The Director, University Extension and Development Center**

**Section 1.** The designation of the Director of the University Extension and Development Center shall be made by the President upon recommendation of the Search Committee chaired by the VPRET, subject to confirmation by the BOR.

**Section 2.** The qualifications of the Director of the University Extension and Development Centers shall be as follows:

- a. Holds an appropriate doctorate degree; and
- b. Has at least three years' experience with any extension service involving technology transfer/non-formal education.

**Section 3.** The Director of the University Extension and Development Center shall exercise direct supervision and control over extension programs and projects of the University.

**Section 4.** The other specific functions are:

- a. Supervise all personnel and offices under the Office of Extension and Development Center;
- b. Coordinate, direct and schedule extension and skills training programs;
- c. Plan, monitor and evaluate the implementation of extension programs/projects;
- d. Initiate and facilitate linkages with other agencies/organizations;
- e. Monitor placement programs for training completers and formulate plans for opening new training programs to upgrade skill competencies;
- f. Translate research outputs to extension activities for the welfare of the community;
- g. Act as liaison officer between the community and the University;
- h. Submit reports on extension-related activities as required; and
- i. Perform such other functions as the President may assign;

**Section 5.** The term of office of the Director of the University Extension and Development Center shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

**Article 49. The Director, University Planning and Development Office**

**Section 1.** The designation of the Director of the University Planning and Development Office (UPDO) shall be made by the President upon recommendation of the Search Committee chaired by the VPAF subject to confirmation by the BOR.

**Section 2.** The Director of the UPDO must have the following qualifications:

- a. Preferably holds a doctorate degree in management/administration/urban planning or its equivalent;
- b. Has at least three (3) years of very satisfactory teaching or administrative experience;

**Section 3.** He/She shall have the following duties and responsibilities:

- a. Assist the President in undertaking institutional studies and in developing plans and programs for the University in coordination with the other offices;
- b. Coordinate with the Vice Presidents on the plans and programs of their respective units consistent with the thrusts and priorities of the University;
- c. Package project proposals and feasibility studies on institution building to be submitted to the President for endorsement to external funding agencies;
- d. Evaluate policies, project proposals, plans and programs for efficient implementation;
- e. Review, analyze and consolidate proposed budget of different units and departments in consultation with the VPAF and Budget Officer;
- f. Review, assess and make policy recommendations on the operation and maintenance of the physical plants and facilities; and
- g. Perform such other functions which may be assigned by the University President.

**Section 4.** The term of office of the Director of the University Planning and Development Office shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

**Article 50. The Director, University Resource Generation Project and Auxiliary Services (URGP AS)**

**Section 1.** The designation of the Director of University Resource Generation Project and Auxiliary Services shall be made by the President upon recommendation of the Search Committee chaired by the VPAF, subject to confirmation by the BOR.

**Section 2.** He/she shall be primarily responsible for the revenue generating centers of the University.

**Section 3.** He/she shall have the following duties and responsibilities:

- a. Direct and oversee the planning, development and administration of all business activities;
- b. Design and develop business strategies for self-sustaining and revenue generating centers of the University;
- c. Establish and implement short and long-range institutional goals, objectives, strategic plans, policies and operating procedures;
- d. Design and evaluate procedures for establishing and enhancing customer service standards through optimum utilization of University resources;
- e. Ensure that operating units are continually provided superior, cost-effective service;
- f. Design and implement evaluation systems to measure the over-all performance of each operating units, to include customer satisfactions, employee satisfaction and financial viability;
- g. Oversee and coordinate the development of policies and procedures that result in collaborative and cost-efficient use of the University resources available to each unit; and
- h. Develop and manage annual budget for the resource generating units and perform direct cost and productivity analyses.

**Section 4.** The term of office of the Director of University Resource Generation Project and Auxiliary Services shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

**Article 51. The Director, University Medical Center**

**Section 1.** The head of the WVSU Medical Center shall be referred to as the University Medical Center Director occupying the position as the Chief of Hospital, a permanent position.

**Section 2. Qualifications**

- a. Must be an MD and must hold at least a rank of Assistant Professor in a recognized college or University;
- b. Must be a holder of Master in Hospital Administration (MHA) or its equivalent Fellow or Diplomate of a Specialty;
- c. Must have taught for at least five (5) years in a recognized College of Medicine and preferably must have been a chairman of a department and in active practice;
- d. Must possess administrative/leadership qualities; ability to relate to people in the environment;
- e. Must preferably be a faculty/alumnus of WVSU College of Medicine;
- f. Must possess professional standing or recognition and has credibility in an institution of learning, and in the teaching community;
- g. Must be a professional achiever with research papers, citation/awards including membership and positions held to professional societies/organizations;
- h. Must have involvement in a community service;
- i. At least one (1) year experience in planning, organizing, directing, coordinating and supervising the administrative and technical activities of the hospital;

**Section 3.** He/She shall have the following duties and responsibilities:

- a. Develop annual report and financial plan for the current year based on approved budget;
- b. Prepare budget for the following year after due consultation with the different departments;
- c. Assess efficiency and effectiveness of operations of different units of the hospital;
- d. Promote and maintain coordination and cooperation among different units of the hospital;
- e. Exercise administration and technical supervision and control over the units of the hospital;

- f. Interpret and implement circulars memoranda and other administrative and legal issuances;
- g. See to the development and potentials of hospital personnel;
- h. Analyze and interpret reports submitted by the different units of the hospital;
- i. Prepare agenda to be presented to the Board of Regents;
- j. Create different committees which he/she deems necessary to assist him/her in the operation of the hospital;
- k. Establish linkages with other funding agencies to assist the hospital in its needs;
- l. Prepare annual report of the hospital operations; and
- m. Perform other duties as may be required.

#### **Article 52. The University Registrar**

**Section 1.** The appointment of the University Registrar shall be confirmed by the BOR upon the recommendation of the President. He/She shall be responsible for implementing the admissions policies of the various colleges and academic units of the University, systematic filing, safekeeping and issuance of the academic records of students.

**Section 2.** The University Registrar shall have the following qualifications:

- a. Preferably holds a doctorate degree with major in Curriculum Development, Educational Management, Guidance & Counseling or its equivalent;
- b. Has at least five (5) years of very satisfactory college teaching performance.

**Section 3.** He/She shall have the following functions:

- a. Receive, evaluate and check all academic records of incoming undergraduate, graduate and transferees seeking admission to the University;
- b. Prepare and conduct University admission test for undergraduate students and inform them of the results;
- c. Coordinate with the Deans or Directors of all academic units in matters pertaining to the academic status and/or separation of students from the University;

- d. Ensure the accuracy of record of grades and other information into the student official records;
- e. Prepare reports and transmit statistical data and other information required of the Office;
- f. Expedite admissions, enrolment and separation papers of students enrolled in the University;
- g. Coordinate with the Deans or Units Heads on the submission of student grades by the faculty;
- h. Assist the Deans or Unit Heads in the projection of student enrolment and in the opening of new relevant programs;
- i. Conduct information dissemination and information drives to attract quality students to the University; and
- j. Perform such other functions as may be required by higher authorities.

**Section 4.** He/She shall supervise the Office of Registrar and introduce systems to promote efficiency and effectiveness of the office.

**Section 5.** The term of office of the University Registrar shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

#### **Article 53. The Ex-officio Treasurer**

**Section 1.** The Treasurer of the Philippines shall be the ex-officio treasurer of the University.

**Section 2.** All accounts and expenses shall be made in accordance with accounting and auditing rules and regulations.

#### **Article 54. The Chief Administrative Officers**

**Section 1.** The BOR upon recommendation of the President of the University shall confirm the appointment of two Chief Administrative Officers for Administration and Finance, respectively.

**Section 2.** The Chief Administrative Officer for Administration shall have the following qualifications:

- a. Holds a master's degree relevant to the position;
- b. Has at least four (4) years in position/s involving management and supervision;and
- c. Holds a career service professional/second level eligibility.

**Section 3.** The Chief Administrative Officer for Administration shall perform the following duties and responsibilities:

- a. Supervise the management of administrative services of the University;
- b. Assist the legal officer in providing the President, and the Vice Presidents with pertinent information as needed;
- c. Assist the legal officer in representing the University in courts, if required;
- d. Keep and maintain a registry of University contracts available for inspection, reproduction and the like under reasonable regulations;
- e. Direct the processing of papers, involving personnel and the technical preparation of the plantilla;
- f. Direct the procurement, receipt and allocation of equipment, supplies and materials and provide support for the security, repair and maintenance of buildings, equipment and facilities;
- g. Regulate private enterprises operating on-campus; and
- h. Perform other functions that may be assigned by the President.

**Section 4.** The Chief Administrative Officer for Finance shall have the following qualifications:

- a. Holds a master's degree relevant to the position;
- b. Has at least four (4) years in position/s involving management and supervision;
- c. Preferably a Certified Public Accountant (CPA); and
- d. Holds a career service professional/second level eligibility.

**Section 5.** The Chief Administrative Officer for Finance shall perform the following duties and responsibilities:

- a. Supervise the management of fiscal services of the University;
- b. Direct the keeping of books of accounts and the preparation of financial reports;
- c. Approve, within the limits of delegated authority, requisitions, vouchers, payrolls, travel requests, leaves and similar papers;
- d. Supervise the collection, disbursements, and safekeeping of fees and other incomes of the University;

- e. Coordinate with the Director for Development Planning on budget requests of the different academic and non-academic units and departments; and
- f. Perform other functions that may be assigned by the President.

**Section 6.** The administrative offices of the University function primarily for the purpose of serving the educational programs of the institution. Their relationships with the faculty should, therefore, be on the basis of supportive and shared interest in the work of all colleges, academic units, departments and programs with due consideration of the policies and needs of the University as a center of higher learning.

#### **Article 55. The University Legal Counsel**

**Section 1.** The designation of the University Legal Counsel shall be confirmed by the BOR upon recommendation of the University President.

**Section 2.** The University Legal Counsel must be a Bachelor of Laws and member of the Integrated Bar of the Philippines.

**Section 3.** He/She shall have the following functions:

- a. Provide legal assistance and advice to the President;
- b. Execute and review contracts and other legal instruments for the University;
- c. Assist the President on administrative cases involving personnel of the University; and
- d. Represent the University in the courts when legal actions are initiated for or against the University and its instrumentalities.

**Section 4. Compensation.** He/She shall receive a compensation approved by the BOR based on the contract of service.

#### **Chapter 10. The University Personnel**

The University Personnel is comprised of the Academic and Administrative Personnel.

##### **A. Academic Personnel**

**Article 56. Composition of the Academic Personnel.** The Academic Personnel is comprised of Faculty and Academic Non-teaching Staff.

**Section 1.** The faculty of the University shall consist of University Professors, Professors, Associate Professors, Assistant Professors, Instructors, Professional Lecturers, Clinical Instructors and Visiting Academic Staff.

**Section 2.** The faculty of a College/Academic Unit in the University shall consist of all the members of the academic faculty performing the mandated function therein.

**Section 3.** The academic non-teaching staff are those members of the college, unit department or program who are not performing the teaching function. These includes librarians, registrar, guidance counselors, research specialists, statisticians, extension specialists, technologists, laboratory technicians their associates and assistants as well as heads of units, departments and programs performing supportive and non-teaching functions. They can attend meetings of the faculty and take part in the deliberations but shall not have the right to vote on curricular matters.

#### **Article 57. Condition of Employment**

**Section 1.** The BOR upon the recommendation of the President of the University, based on pertinent laws, lawful orders, circulars and memoranda, shall fix the compensation and term of all members of the academic faculty of the University.

**Section 2.** The employment status of the members of the academic faculty of the University shall be classified in general as permanent, substitute and contractual. It shall be in accordance with pertinent laws in the appointment of the personnel.

**Section 3.** The regular members of the faculty of the University are those with plantilla items. They shall include University Professors, Professors, Associate Professor, Assistant Professors and Instructors.

**Section 4.** Appointment to any non-regular position shall not warrant any right to reappointment, much less to an indefinite tenure.

#### **Article 58. Qualifications**

**Section 1.** All appointments to the faculty shall be based strictly on merit and fitness. Religious, political, fraternal affiliations shall never be used as basis of appointment. Appointed faculty must possess the minimum qualifications as prescribed in the Qualifications Standard (QS) manual and other pertinent circulars such as National Budget Circular (NBC), CHED and Philippine Association of State Universities and Colleges (PASUC).

**Section 2.** In the selection of the faculty, educational qualification, competence, integrity and psychological status shall be of utmost concern.

**Section 3.** New appointees or members of the faculty possessing the minimum qualifications shall be assigned to the appropriate rank and available plantilla position.

**Section 4.** Members of the faculty (teaching, research, extension) shall be exempt as such from any civil service eligibility as requisite for original appointment.

#### **Article 59. Appointments**

**Section 1.** The selection process to fill in vacancies for faculty positions shall follow the existing guidelines as approved by the BOR.

**Section 2.** Recommendations for original appointments and promotions of the faculty shall be in accordance with pertinent rules or procedures.

**Section 3.** For appointments to part-time faculty, applicants who are connected with other government agencies shall have a written permit to teach from the head of office concerned.

**Section 4.** Provisional and substitute status of appointments as provided for and defined under the Magna Carta for Public School Teachers (RA 4670) shall be recognized.

**Section 5.** Faculty who would like to teach outside shall have the written permit from the University President.

**Section 6.** It shall be the policy of the University to prohibit nepotism in appointments to the non-academic staff of the University except in cases where the interest of the University requires as decided by the BOR. The policy shall be observed by and applied in every unit of the University.

**Section 7.** Appointment or reinstatement of a regular/non-regular faculty member who has been elected to a political position shall be subject to Civil Service Commission (CSC) rules and regulations. The same rule applies to a losing candidate.

**Section 8.** A staff of any private university or college in the Philippines may be appointed on a part-time or full-time basis, provided, a need justifies the appointment and no applicant qualifies. The appointment shall be on a year-to-year basis until a qualified applicant not connected with other educational institutions is appointed.

**Section 9.** A faculty may be permitted to teach for a period of one year or less as an exchange faculty in another non-profit, non-stock educational institution, subject to approval of the BOR. The President may recommend to the BOR that a sufficient allowance in addition to the regular salary be given to the concerned faculty to enable him/her to maintain the prevailing standard of living. A MOA between the University and the accepting agency/institution shall define the arrangements/terms and conditions of the exchange.

**Section 10.** Upon the proposal of the College Deans or Unit Heads, the President may recommend to the BOR the appointment of visiting professors who shall serve for some special purpose for a limited period. The University may send visiting professor/s only to non-profit, non-stock educational institutions.

**Section 11.** Failure of the visiting Professor to report for duty six (6) months after effectivity of the appointment, without the President's permission, automatically invalidates the appointment.

**Section 12.** Any appointee to vacant plantilla item for teaching position shall serve a probationary period of one year after which he/she may become regular provided he/she shall have a performance rating of at least “very satisfactory”.

#### **Article 60. Service Monitoring Reports**

**Section 1.** All members of the academic faculty shall record their time of service in the prescribed CSC Form 48, Time Recording Machines (TRM) or in authorized cases, they shall accomplish a certificate of service rendered.

**Section 2.** The following are exempted from accomplishing service monitoring reports:

- a. University President
- b. Other Appointees of the President of the Republic

#### **Article 61. Required Working Hours of Faculty**

**Section 1.** Required working hours of faculty shall be for a minimum of thirty (30) hours per week or as prescribed by the BOR and other authorized government agencies. These shall include actual teaching, consultation, actual preparation time and other assignments.

**Section 2.** The teaching load of the faculty shall be based on existing guidelines approved by the BOR.

**Section 3.** Each member of the faculty shall be available for consultation at least five (5) hours a week during regular office hours.

**Section 4.** Faculty with administrative responsibilities shall be on duty for a minimum of forty(40) hours per week with working time schedule approved by the President.

**Section 5.** All faculty of the University are expected to discharge the functions of state colleges and universities which are instruction, research and extension.

#### **Article 62. Compensation**

**Section 1.** Full-time and part-time members of the faculty (teaching, research, extension) shall receive compensation in accordance with schedules approved by the BOR based on memoranda and circulars of the Department of Budget and Management (DBM).

**Section 2.** Lecturers shall be paid for actual service rendered and for each mid-term or final examination in accordance with the approved schedule.

#### **Article 63. Promotions**

**Section 1.** In determining promotions of the faculty, careful consideration shall be given to the following factors: the teaching ability of the candidate, his/her research competence and productivity, scholarly performance, dedication to service, strong evidence of educational interest and marked academic growth, moral integrity and good personal character and conduct.

**Section 2.** Faculty promotions are subject to existing guidelines approved by the BOR and other agencies.

**Article 64. Leave Privileges.** Members of the faculty with permanent/substitute status shall enjoy the privileges as provided for in the DBM/ CSC Law and Rules, Omnibus Rules, Executive Orders, Administrative Issuances, Circulars, Decrees, Memoranda, Directives, Policies and other existing laws.

#### **Article 65. Teacher's Leave**

**Section 1.** Teacher's leave is granted to faculty who are not assigned to administrative positions and special projects.

**Section 2.** Services rendered by faculty members during summer over and above the normal working hours shall be compensated with honorarium based on existing rules or will be granted service credits.

**Section 3.** Absence due to illness for more than five (5) days of a faculty member on teacher's leave status shall be supported by a medical certificate.

**Section 4.** Service credits may be earned by faculty members on teacher's leave status who render service beyond official time upon the recommendation of the head of unit and approved by the President.

**Section 5.** The inter-semester break shall be counted as school days, not a vacation for teachers.

**Section 6.** Any faculty may opt for a change in leave status to teacher's leave through a written application to the President, upon recommendation of the Dean or Director concerned within the school year.

**Article 66. Cumulative Leave.** Cumulative leave credits shall be granted to members of the faculty whether permanent or temporary who regularly perform administrative functions, whose services are needed throughout the year, and who perform duly approved research or University projects.

**Article 67. Maternity Leave.** Female faculty of the University shall be entitled to the privileges granted by the Maternity Leave Law and other pertinent laws.



**Article 68. Paternity Leave.** Male faculty of the University shall be entitled to the privileges granted by the Paternity Leave Act of 1996 and other pertinent laws.

**Article 69. Military Service Leave**

**Section 1.** Any employee of the University who may be called to military trainee instruction or for regular active duty training may be paid his/her salary during his/her absence in the University in addition to the allowances that the military establishment may provide for such purpose.

**Section 2.** When the employee of the University goes for training voluntarily with the Armed Forces of Philippines without being obliged by pertinent laws, the same shall apply for leave of absence without pay for the period of the training. This however, shall not curtail his/her vacation leave privileges in the University.

**Article 70. Sabbatical Leave.** Teachers may apply for a Sabbatical leave with pay in accordance with approved guidelines.

**Article 71. Study Privileges**

**Section 1.** Members of the academic personnel shall have the privilege of enrolling in any university subject to the approved policies.

**Section 2.** Faculty who enroll in any course within or outside the University must secure a written approval from the President.

**Section 3.** Dependent children of the University personnel with permanent status shall be entitled to exemption from payment of tuition when enrolled in the University except in the graduate program.

**Article 72. Insurance and Retirement**

**Section 1.** The faculty is entitled to government insurance and retirement benefits as provided by the Government Service Insurance System (GSIS).

**Section 2.** Retired faculty shall enjoy the privileges which the University is in a position to grant.

**Section 3.** Upon the request of the Unit Head, a retired University faculty member may be especially detailed by the President, with his/her consent, to an on-going academic project or program or to a special activity of any department concerned, subject to policies approved by the BOR.

**Section 4.** A retired professor may be appointed professor emeritus based on existing guidelines.

**Article 73. Health Benefits**

**Section 1.** The faculty shall be entitled to health benefits privileges as provided by existing guidelines.

**Section 2.** Faculty and their immediate members of the family and dependents shall have priority to hospital accommodation.

**Section 3.** Dependents of faculty shall be entitled to discounts of University Hospital fees based on approved guidelines.

**Article 74. Monetization.** The faculty shall be entitled to monetization based on approved guidelines on the grant of monetization.

**Article 75. Organizations and Associations**

**Section 1.** The University encourages the organization of employees union of the WVSU Faculty to promote the welfare of the members.

**Section 2.** Members of the Association/Union shall enjoy the privileges provided for in their Constitution and By-Laws and Collective Negotiation Agreement (CNA).

**Article 76. Leave of Absence.** Leave of Absence may be with or without pay. The granting of the leave shall be subject to existing CSC policies and guidelines.

**Article 77. Special Detail.** For the benefit of the University, any member of the faculty may be assigned on special detail by the President within the Philippines or abroad and under such conditions as may be fixed by the President subject to the approved policies of the BOR.

**Article 78. Suspension and Removal**

**Section 1.** Any member of the faculty may be suspended or removed from the service in accordance with existing laws.

**Section 2.** The President may suspend or remove any faculty only for cause as recommended by the Grievance Committee of the University which holds jurisdiction over complaints against any personnel of the University based on written and sworn information.

**Section 3.** Decisions of the President to suspend or remove a faculty based on the recommendations of the Grievance Committee are appealable to the BOR within thirty (30) days from receipt of the notice by the aggrieved party which appeal shall be acted upon by the Board within a period of thirty days upon receipt.

**Article 79. Academic Freedom**

**Section 1.** Academic freedom is the right of the teacher to teach the subject of his/her specialization according to his/her best interpretation based on his/her training, experience and perceptions for the good of his/her students, peers and the community; to hold, in other subjects such ideas as he/she sincerely believes to be right, and to express his/her opinions on public questions in a manner that shall neither interfere with his/her duties as member of the faculty or negate his/her loyalty to the University.

**Section 2.** Members of the faculty shall enjoy academic freedom, provided that along with their academic freedom, they assume responsibilities of their actions and should conduct themselves accordingly, with due respect to the welfare and prestige of the University.

**Article 80. Tenure**

**Section 1.** Faculty members with substitute/part time appointment may be granted permanent status provided that all qualification requirements for the position shall be complied with.

**Section 2.** Appointments of the part time faculty shall be governed by the terms and contract and the rules of tenure.

**Article 81. Resignation and Transfer**

**Section 1.** Application for resignation and/or transfer of a faculty shall be considered provided the notice has been submitted to the President through the Unit Head, Deans/Directors/Campus Administrators, VPAA, Human Resource Management Office (HRMO) concerned, at least sixty (60) days prior to its date of effectivity.

**Section 2.** No resignation and/or transfer shall take effect during a school term unless the services of successor shall have been secured.

**Section 3.** Resignations due to serious illness or in the judgment of the President acceptance of which is for the best interest of both parties, the same shall take effect immediately.

**Section 4.** Acceptance of a resignation and/or transfer does not carry with it any waiver of the financial and property obligations of the resignee and/or transferee. Clearances issued by the University are not considered absolute and in case records show obligations in the future, the concerned resignee or transferee is still considered liable.

**Article 82. Faculty Directory.** Members of the faculty shall accomplish, every year or more frequently as the need arises, the prescribed form in connection with the faculty directory to be kept in the HRMO.

**Article 83. Merit and Awards**

**Section 1.** The faculty shall be entitled to following awards:

- a. Retirement award – to be given at the time of retirement for meritorious service to the University for at least fifteen (15) years;
- b. WVSU Loyalty award – to be given at the twenty-fifth (25th) year of continuous and satisfactory service to the University.
- c. Government Loyalty Award – to be given at the tenth (10th) year and every five (5) years thereafter.
- d. Other Awards that may be conferred.

**Section 2.** There shall be a committee on awards to administer the merit and awards system.

**Article 84. Fellowship Awards**

**Section 1.** Fellowship awards shall be based on the greatest need of and usefulness to the University. Awards of fellowship shall be made by the President of the University and shall be limited to the most deserving and promising faculty member in the chosen field of specialization.

**Section 2.** Any full time/permanent faculty with an academic rank of assistant professor or above shall be eligible for a University fellowship.

**Section 3.** In the selection of fellows, preference shall be given to faculty who has not enjoyed any fellowship.

**Section 4.** Any offer for financial aid in the form of fellowship, assistantships or other remunerative employment to pursue advanced or special studies locally or abroad must have first the approval of the BOR.

**Section 5.** Contracts with the University, shall bind the grantee/s to the stipulated terms in the contract in accordance with the rules and regulations prescribed by the BOR and the granting institutions.

**Article 85. Professorial Chair/Endowment Fund.** The University shall establish professorial chair/endowment fund in accordance with the guidelines approved by the BOR.

**Article 86. Emeritus/Emerita Awards.** The University shall confer the title emeritus/emerita to a retired faculty member or administrator in accordance with the guidelines approved by the BOR.

**Article 87. Teaching Load**

**Section 1.** All regular full-time faculty are expected to carry the normal teaching load of eighteen (18) units per semester or thirty-six (36) units per academic year, subject to availability of funds.

**Section 2.** In cases where an 18-unit requirement cannot be satisfied the under load could be made up in the next semester of the school year or the summer session, so that the 36 units are accounted for in a school year.

**Section 3.** Faculty with administrative and other special assignment shall carry the teaching load prescribed in the designation.

**Section 4.** University service such as committee work is expected from all full-time faculty as part of their full-time service. In meritorious cases, the VPAA with the approval of the President, may allow this service to be part of the workload of the faculty.

**Section 5.** Overload of faculty and administrators, i.e., WVSU officials, deans, directors, department chairs and head of units shall be limited to six (6) course credits per semester unless otherwise revised by the BOR.

**Section 6.** The schedule of minimum teaching loads shall be observed by the faculty performing administrative functions unless otherwise directed by the President.

**Section 7.** Class size for lecture and laboratory shall be prescribed by the different colleges subject to approval by the BOR.

**Article 88. Sabbatical Assignment/Leave**

**Section 1.** Sabbatical assignment in the form of study leave and/or exchange professorship with other colleges or Universities may be granted by members of the BOR upon the recommendation of the President of the University to encourage study, investigation, research and writing of books and to improve their competencies for service to the University.

**Section 2.** A sabbatical assignment shall be for a period of twelve (12) months. The period of the assignment shall be based on the judgment of the President of the University gleaned from his records as teacher or researcher that can assure the fulfillment of the purposes of the assignment provided that the faculty member has served the University for not less than seven (7) consecutive years.

**Section 3.** The faculty member on sabbatical leave assignment shall receive full payment of salaries for a total period of twelve (12) months without prejudice to an extension of six (6) months without pay.

**Section 4.** If the sabbatical assignment is to be spent abroad, the University may provide the transportation expenses to and from the country of assignment subject to availability of funds and existing guidelines.

**Article 89. Related Matters for Academic Faculty**

**Section 1.** Any member of the faculty is free to examine items in the minutes of the BOR meetings related to academics.

**Section 2.** Members of the faculty may practice in any private enterprise with the written permission from the President of the University.

No faculty shall be directly financially interested in any contract with the University unless permitted by the BOR.

The privilege of private practice of a profession, when granted, shall be for a definite period of one year/semester, renewable for another year/semester at the discretion of the President of the University or when expressly provided for in the Memoranda of Agreement between the University and other entities or individuals.

**Section 3.** A faculty shall be allowed to receive honoraria, fees and other emoluments based on approved guidelines.

**Section 4.** Any member of the faculty may invite a resource person not officially connected with the University to give a lecture, talk or demonstration on-campus about any subject only after having sought permission from the President or his/her authorized representative.

**B. The Administrative Personnel****Article 90. Composition of the Administrative Personnel**

**Section 1.** The administrative personnel are those members who are performing supportive roles in the University and the WVSU Medical Center.

**Section 2.** The medical personnel are the medical doctors who serve as attending physicians and residents in the WVSU Medical Center.

**Section 3.** The nursing service personnel are those who are performing nursing services in the WVSU Medical Center.

**Article 91. Condition of Employment**

**Section 1.** The terms and conditions of employment of all administrative personnel shall be fixed by law. In other cases, terms and conditions of employment may be agreed upon by and between contracting parties.

**Section 2.** The administrative personnel positions are classified as closed career positions and shall be characterized by entrance based on merit and fitness to be determined as far as practicable by competitive examination, or based on highly technical qualifications; opportunity for advancement to higher career positions and security of tenure.

**Article 92. Qualifications.** The qualification requirements of an officer or employee shall be determined by the appointing authority on the basis of qualification standard for the particular position. An appropriate examination shall be required to positions in accordance with the Civil Service rules.

**Article 93. Appointments**

**Section 1.** All appointments in the career service shall be made according to merit and fitness, to be determined as far as practicable by competitive examinations.

**Section 2.** In the selection of personnel for his/her department or agency, the appointing authority shall be guided by the Civil Service Law and Rules.

**Section 3.** When two or more applicants meet the minimum requirements for the position, objective criteria must be set to determine who is the most fit and meritorious among all the applicants to ensure that the exercise of management discretion is not abused.

**Section 4.** Except as otherwise provided herein, a person who meets all the requirements of the position including the appropriate civil service eligibility shall be appointed to a position in the first and second levels. However, when the immediate filling of a vacancy becomes necessary, taking into account the public interest, and a person with an appropriate civil service eligibility is not actually and immediately available, a person without the appropriate civil service eligibility but who meets the other requirements of the position may be appointed. His/her appointment shall be temporary for a period of not more than 12 months and he/she may be replaced at any time with one who has an appropriate civil service eligibility.

**Section 5.** Each appointment shall be prepared in the prescribed Civil Service form and duly signed by the appointing authority.

**Section 6.** The submission of Personal Data Sheet (CS Form 212) and Position Description Form (CS Form 122-D) as supporting documents for every renewal of appointment of casual/emergency employee/laborer is dispensed with. However, said personnel may submit another Personal Data Sheet if there is any new material fact or vital information concerning his/her qualifications.

**Section 7.** Based on Civil Service Rules and Policies, the appointment of a person may be disapproved on the following grounds:

- a. Does not meet the qualifications for the position; or
- b. Has been found guilty of a crime involving moral turpitude, or of infamous, disgraceful conduct or addiction to narcotics, or dishonesty; or
- c. Has been dismissed from the service for cause, unless an executive clemency has been granted;

d. Has intentionally made a false statement of any material fact or has practiced or attempted to practice any deception or fraud in connection with his/her appointment; or

e. Has been issued such appointment in violation of existing Civil Service law, rules and regulations.

**Section 8.** A vacancy in the career service may be filled-up by promotion, transfer of present employees in the government service, reinstatement, reemployment, or by certification of appropriate civil service eligibility.

**Section 9.** An appointment accepted by the appointee cannot be withdrawn or revoked by the appointing authority and shall remain in force and effect until disapproved by the Commission. However, an appointment may be void from the beginning due to fraud on the part of the appointee or because it was issued in violation of law.

**Section 10.** An appointment issued in accordance with pertinent laws and rules shall take effect immediately upon its issuance by the appointing authority, and if the appointee has assumed the duties of the position, he/she shall be entitled to receive his/her salary at once without awaiting the approval of his/her appointment by the CSC. The appointment shall remain effective until disapproved by the CSC. In no case shall an appointment take effect earlier than the date of its issuance.

**Section 11.** An appointment not submitted to the Commission within thirty (30) days from the date of issuance which shall be the date appearing on the face of the appointment, shall be ineffective. The appointing authority shall be liable for the salary of the appointee whose appointment becomes ineffective. The appointing authority shall likewise be liable for the payment of the salary of the appointee if the appointment is disapproved because the appointing authority has issued it in violation of existing laws or rules, making the appointment unlawful.

**Section 12.** No new appointment shall be required for an adjustment in salary as a result of increase in pay level which does not involve a change in duties and responsibilities. However, a copy of the Notice of Salary Adjustment (NOSA) shall be submitted to the CSC for record purposes.

**Section 13.** Appointment in the career service shall be permanent or temporary.

**Section 14.** An appointment may also be co-terminus which shall be issued to a person whose entrance and continuity in the service is based on the trust and confidence of the appointing authority or that which is subject to his/her pleasure, or co-existent with his/her tenure, or limited by the duration or project or subject to the availability of funds.

**Section 15.** All vacant positions in the University authorized to be filled up shall be posted in at least three (3) conspicuous places in the University/Campus, or newspaper of wide circulation in the region, or the CSC bulletin of vacant positions or University website.

**Section 16.** All appointments issued by the appointing authority shall be posted in the University/Campus concerned for a period of at least fifteen (15) calendar days.

#### **Article 94. Service Reports**

**Section 1.** All members of the administrative personnel shall record their attendance and service in the prescribed Civil Service Form (Form 48) Daily Time Record (DTR) , Time Recording Machines (TRM) or certificate of service as authorized.

**Section 2.** The accomplished DTR, TRM or certificate of service rendered shall be submitted to the HRMO through the office of the dean/ unit head five working days after the end of the month. Those paid by the hour shall also accomplish and submit the daily time record.

#### **Article 95. Working Hours**

**Section 1.** Administrative personnel, except those covered by special laws shall render not less than eight (8) hours of work a day for five (5) days a week or a total of forty (40) hours exclusive of lunch break.

**Section 2.** Flexible working hours may be allowed subject to the approval of the head of agency.

**Section 3.** All administrative personnel and officers of the University and the WVSU-MC are expected to discharge the major functions of the University.

#### **Article 96. Absences**

**Section 1.** Leave of Absence without pay, not to exceed one (1) year at a time, shall be granted for good cause. Application for leave without pay shall be submitted to the President at least fifteen (15) days before its effectivity date.

**Section 2.** Leave of absence without pay to pursue advanced studies shall have a written proposal duly verified and certified as to allotment of the functions of the absent administrative personnel so as not to interfere with the functions of the University. Corresponding regular written report on the progress of the absent personnel must be submitted to the President's Office. In no case shall this leave of absence be enjoyed more than twice and not to exceed four years.

**Section 3.** Any member of the administrative personnel shall be dropped from the service for unexplained absence of at least thirty (30) days after the expiration of the period of the leave granted; provided, the same has no service contract or other obligations held against said personnel.

**Section 4.** Leave of absence without pay due to illness may be for an indefinite period of time but not to exceed one (1) year.

#### **Article 97. Compensation**

**Section 1.** Members of the administrative personnel shall receive salaries/ compensation fixed by law and confirmed by the BOR based on memoranda and circulars of the DBM.

**Section 2.** All administrative personnel shall be entitled to overtime pay as authorized by law and in accordance with policies approved by the BOR provided these services have prior approval by the President due to exigencies of the service.

#### **Article 98. Promotion**

**Section 1.** A promotion is a movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay. The movement may be from one organizational unit to another in the same department or agency.

**Section 2.** The University shall establish merit promotion plans which shall be administered in accordance with the provisions of the Civil Service law and rules, regulations and standards to be promulgated by the CSC. The plan shall include provisions for a definite screening process, which may include tests of fitness, in accordance with standards and guidelines set by the CSC.

#### **Article 99. Privileges and Benefits**

**Section 1. Privileges.** Members of the administrative personnel on permanent/ casual status shall enjoy the privileges as provided for in the DBM/ CSC Law and Rules, Omnibus Rules, Executive Orders, Administrative Issuances, Circulars, Decrees, Memoranda, Directives, Policies and other existing laws.

The following privileges shall be enjoyed by the administrative personnel.

- a. Vacation Leave
- b. Maternity Leave
- c. Paternity Leave
- d. Solo Parent Leave
- e. Special Leave
- f. Military Leave
- g. Forced Leave
- h. Terminal Leave

- i. Study Privileges
- j. Insurance and Retirement
- k. Monetization

### Section 2. Health Benefits

- a. Administrative personnel shall be entitled to health benefits as provided by existing guidelines.
- b. Administrative personnel and their immediate members of the family and dependents shall have priority to hospital accommodation.
- c. Dependents of administrative personnel shall be entitled to discounts of University Hospital fees based on approved guidelines.

### Article 100. Organizations and Associations

**Section 1.** The University encourages the organization of employees union of the WVSU Administrative Personnel to promote the welfare of the members.

**Section 2.** Members of the Association/Union shall enjoy the privileges provided for in their Constitution and By-Laws and Collective Negotiation Agreement (CNA).

### Article 101. Special Detail

**Section 1.** Any member of the administrative personnel may be assigned on special detail by the President within the Philippines or abroad for the benefit of the University and under such conditions fixed by the President in each case, subject to the approved policies of the BOR.

**Section 2.** Persons given such special detail shall submit a complete and detailed report within thirty (30) days after their return to duty.

**Article 102. Suspension and Removal.** Any member of the administrative personnel may be suspended or removed from the service in accordance with existing laws.

### Article 103. Tenure

**Section 1.** All original appointees in the administrative or non-teaching positions shall undergo a probationary period of six (6) months reckoned from the date of assumption to duty, except for appointees to closed career positions who shall undergo a period of probation for more than six (6) months.

**Section 2.** The probationary period is important in keeping with the principle of merit and fitness, and the new employees' conduct and performance during this period can be used to determine the continuity of their permanent appointments or their separation from the service.

### Article 104. Resignation and Transfer

**Section 1.** No application for resignation and/or transfer presented by any member of the administrative personnel shall be considered unless notice thereof has been given to the President through the Director, Dean or Unit Head concerned, at least sixty (60) days prior to its date of effectivity.

**Section 2.** Resignations due to serious illness or when in the judgment of the President acceptance of which is in the best interest of the University, the same can take effect immediately.

**Section 3.** Acceptance of a resignation and/or transfer does not carry with it any waiver of the financial and property obligations of the resignee and/or transferee to the University or from other base agencies. Clearances issued by the University are not considered absolute but facilitative and that in the future when misplaced records shall show obligations, the concerned resignee or transferee is still considered liable.

### Article 105. Merit and Awards

**Section 1.** The University personnel shall be entitled to the following awards:

- a. Retirement award – to be given at the time of retirement for meritorious service to the University for at least fifteen (15) years;
- b. WVSU Loyalty award – to be given at the twenty-fifth (25th) year of continuous and satisfactory service to the University.
- c. Government Loyalty Award – to be given at the tenth (10th) year and every five (5) years thereafter; and
- d. Other Awards that may be conferred.

**Section 2.** There shall be a committee on awards to administer the merit and awards system.

**Article 106. Administrative Personnel Directory.** Members of the administrative personnel shall fill out the prescribed forms, every year or more frequently as the need arises, in connection with the administrative personnel directory to be kept in the Human Resource Management Office.

### Article 107. Other Related Matters

**Section 1.** Any member of the administrative staff may request in writing for excerpts of the pertinent BOR Resolution.

**Section 2.** Members of the administrative staff are prohibited to engage in any private practice without the written permission from the President of the University nor shall be directly financially interested in any contract with the University unless permitted from the service.

by the BOR. The privilege of private practice of a profession, when granted, shall be for a definite period of one year, renewable at the discretion of the President of the University for another year or when expressly provided in Memoranda of Agreement between the University and other entities or individuals.

**Section 3.** Administrative personnel shall be allowed to receive honoraria, fees and other emoluments based on approved guidelines.

**Section 4.** Unless authorized by the President of the University, no member of the administrative staff can accept any other assignment to any other government or private agency.

**Section 5.** Any member of the administrative staff may invite a resource person not officially connected with the University to give a lecture, talk or demonstration on-campus about any subject only after having sought permission from the President or his authorized representative.

### Chapter 11. Administrative Matters

#### Article 108. Flow of Communications

**Section 1.** Courtesy and diplomacy should be observed in all official communications. All official letters and documents should always be addressed to the head of the office concerned.

**Section 2.** All official communications of members of the University personnel to the President, BOR or any of its members shall be coursed through channels.

**Section 3.** Except in emergencies, official communications, no matter to whom it is addressed shall be coursed through official channels, that is, through the office next higher or lower in rank than the originating or transmitting office.

**Section 4.** When the safety of the personnel may be at stake, communications may be sent directly to higher authorities who may respond in like manner.

**Section 5.** Communications which are confidential in nature may be addressed directly to the concerned authority/personnel.

#### Article 109. Use of Buildings and Grounds

**Section 1.** The University Scheduling Committee shall schedule the use of classrooms and buildings upon consultation with the concerned Division/Department Heads, Deans/Directors and DIQA.

**Section 2.** Unless otherwise provided, only recognized organizations or associations in the University may upon request have the privilege of using a building or room or any property of the University.

**Section 3.** The use of any building or facilities by private individuals or organizations shall be in accordance with the approved policies and guidelines.

**Article 110. Custodianship of Building and Facilities.** The Supervising Administrative Officer/Supply Officer shall be the custodian of all buildings and facilities of the University. He/She shall be under the supervision of the Chief Administrative Officer (Administrative Division).

#### Article 111. Property Responsibility

**Section 1.** The use of University properties and facilities shall have the approval of the concerned authorities.

**Section 2.** University properties for use in the different units shall be covered by Acknowledgment Receipts for Equipment (ARE) signed by the personnel concerned and noted by the Dean, Director or Head of Units. Acknowledgment Receipts can be issued only to University personnel with plantilla positions.

**Section 3.** Control and safekeeping of instructional facilities, materials and equipment shall be with existing policies and guidelines.

**Section 4.** Clearance of property responsibility is effected only by transfer to another University personnel or upon return to the property custodian.

#### Article 112. Use and Operation of Motor Vehicles

**Section 1.** All motor vehicles owned by the University except that authorized for the exclusive use of the President, shall be constituted into a motor pool under the direct supervision and control of the General Services Supervisor/ Transportation Officer or the duly designated officer.

**Section 2.** The use and operation of motor vehicles owned by the University shall be in accordance with the provisions set forth by law.

#### Article 113. Administration of the Land Reservation

**Section 1.** The University shall set aside contiguous areas of not less than five hundred (500) hectares for the academic programs of the College of Agriculture & Forestry (CAF) and not less than one hundred (100) hectares for research and development programs to be administered by both the Office of Research and the Office of Extension at the CAF-Lambunao Campus. The rest of the area shall be used for social laboratory and other educational purposes of the University.

**Section 2.** The business and operation of the entire CAF-Lambunao Campus shall be under the direction and supervision of the Campus Administrator.

**Article 114. Solicitations**

**Section 1.** Solicitations of funds, canvassing for the sale of merchandise and subscription for securities, insurance and publications, sale of tickets and other promotional or charity schemes shall require a written approval of the President of the University or his/her duly authorized representative.

**Section 2.** Posting of streamers, placards and similar materials to announce advertise or publicize events, products or the like on any of the grounds and buildings of the University shall require the written approval of the duly designated official.

**Article 115. Purchasing and Requisitions.** All purchases and requisitions shall be made in accordance with the provisions of law, this Code and other pertinent regulations of the University.

**Article 116. University Budget**

**Section 1.** The annual budget of the University shall be prepared in accordance with the rules approved by the President of the University and with whatever policies the DBM and the BOR may prescribe.

**Section 2.** The preparation of the annual budget shall be done in consultation with the heads of the different units and shall be based on need. The heads of units shall defend their proposals during budget hearings.

**Section 3.** Pending the approval of the annual budget for the ensuing fiscal year, the University shall operate from January of a given year, using as basis the budget of the previous fiscal year.

**Section 4.** Transfer of funds shall be in accordance to existing guidelines.

**Article 117. Accounting and Auditing**

**Section 1.** All accounts and expenses of the WVSU shall be audited by the representative of the Commission on Audit (COA). Collections and disbursements shall be made in accordance with existing accounting and auditing rules and regulations and policies approved by the BOR.

**Section 2.** All Disbursement Vouchers, Contracts and Purchase Orders shall be approved by the President, subject to approved delegation of authority by the BOR.

**Article 118. Donations and Endowments.** All donations to the University shall be registered in the "Book of Donations" reflecting the donor, beneficiary unit and value which shall be kept in custody of the University Supply Officer as a part of public records and shall be included in the University inventory.

**Book Two****Academic Affairs**

Book 2 clarifies matters on academic affairs, including such items as school calendar, class schedule, admission policies and rating system.

**Chapter 12. Academic Calendar and Classes****Article 119. Academic Calendar**

**Section 1.** The general framework of the academic calendar shall be prepared by the University Registrar in consultation with the DIQA and VPAA subject to the approval of the President of the University.

**Section 2.** Each semester shall consist of at least ninety (90) class days. Class work in the summer session shall be equivalent to class work in one semester.

**Article 120. Schedule of Classes.** Schedule of classes shall be prepared by the DIQA in consultation with the Deans/Academic Directors and finalized by the University Registrar.

**Article 121. Orientation Program.** An orientation program for new students shall be prepared and conducted by the Dean of the Office of Student Affairs (OSA).

**Article 122. Class Size**

**Section 1.** The minimum number of students to open a class shall be based on prescribed rules and guidelines.

**Section 2.** The maximum number of students to open a class size shall be based on prescribed rules and guidelines.

**Section 3.** Every college/campus or unit shall have general authority to limit its enrolment if necessary, subject to the approval of the President of the University.

**Article 123. Dismissal and Postponement of Classes**

**Section 1.** Classes shall start promptly on schedule.

**Section 2.** Classes may be dismissed at least five (5) minutes before the scheduled time to allow the students enough time to transfer rooms.

**Section 3.** All classes shall automatically be suspended when the Weather Bureau raises typhoon signal number two (2) in the area of the University and such other events as determined by the University President that may adversely affect class attendance of students.



### Chapter 13. Admission, Registration and Retention

#### Article 124. Entrance Requirements

**Section 1.** The entrance requirements shall be as prescribed by the different colleges/campuses or units and approved by the BOR.

**Section 2.** Foreign students shall be required to meet the prescribed entrance requirements.

#### Article 125. Admissions

**Section 1.** No qualified students shall be denied admission to the University academic programs by reason of age, sex, ethnic considerations or religious beliefs or affiliations.

**Section 2.** Every applicant for admission to the University degree programs must meet the requirements for admission prescribed by the University and college/campus concerned. Provided, that the quota for number of classes in the program would allow.

**Section 3.** Only students who have been duly registered shall be admitted to classes.

**Article 126. Regular and Miscellaneous Fees.** The miscellaneous and regular fees charged by the University shall be fixed by the BOR, subject to such exemptions or reductions as may be promulgated.

#### Article 127. Registration

**Section 1.** All students must register at the prescribed registration period.

**Section 2.** Registration made after the regular registration period indicated in the University academic calendar shall be subject to a fine for late registration.

**Section 3.** Special students may register after regular registration period without the payment of fine for late registration but subject to other existing regulations of the University.

**Section 4.** Students who wish to cross-enroll in any other institution must have a written permit from the Dean, Director or Registrar. The permit shall state the subject title(s) and the total number of units for which the student shall register.

**Article 128. Retention.** Each college/campus or unit shall formulate its own retention policy subject to the approval of the President and the BOR through the Academic Council.

### Article 129. Classification of Students

#### Section 1. Student shall be classified as follows:

- a. Regular – A regular student is one who is registered for normal academic credits and carries the courses called for in a given semester by the curriculum for which he/she is registered.
- b. Irregular – An irregular student is one who is registered for formal credits but who does not carry the subjects for a full load called for in a given semester by the curriculum for which he/she is registered.
- c. Special – A special student is one who is not earning formal academic credits for one's work.

#### Section 2. Other classifications of students are as follows:

- a. Freshman – A freshman is a student who is enrolled and is attending class in subjects of the first year of his/her curriculum or is earning 25% of the total number of units required in his/her entire four-year degree program, or 20% in the case of the five-year degree program.
- b. Sophomore – A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum, or is finishing more than 25% but not more than 50% of the total number of units required by his/her entire four-year degree program, or more than 20% but not more than 40% of the total number of units required in the case of five-year degree program.
- c. Junior – A junior is student who has completed the prescribed subjects of the first two years of his/her curriculum or is finishing more than 50% but not more than 75% of the total number of units required by his/her entire four-year degree program, or more than 40% but not more than 60% of the total number of units required in the case of five-year degree program.
- d. Senior – A senior is student who has completed the prescribed subjects of the first, second and third years of his/her curriculum or is finishing more than 75% of the total number of units required by his/her entire four-year degree program. In the case of five-year degree program, one is classified as a pre-senior student if he has finished more than 60% but not more than 80% of the total number of units required by his/her five-year program.

In the case of five-year degree, one is classified as a senior student if he/she has completed the prescribed subjects of the first, second, third and fourth years of his/her curriculum or has finished more than 80% of the total number of units required by his/her curriculum.

**Article 130. Academic Load**

**Section 1.** One lecture unit is equivalent to eighteen (18) hours of instruction within a semester or summer term. One laboratory unit is equivalent to three (3) contact hours.

**Section 2.** An undergraduate student shall carry the prescribed number of units in the program per semester/term. A graduating student, as a special case, may be permitted to carry more than the prescribed number of units on his/her last semester.

**Section 3.** In the summer term, the normal load for undergraduate students is six (6) units of technical or laboratory subjects or nine (9) units of non-laboratory subjects. In exceptional cases a graduating student maybe allowed to carry nine (9) units of laboratory subjects and twelve (12) units of non-laboratory subjects.

**Section 4.** Students who are scholastic delinquents are not allowed to have an overload.

**Section 5.** Load of transfer students shall be limited only to those subjects without prerequisite.

**Section 6.** Graduate students may carry a maximum of twelve (12) units academic load during regular semester and nine (9) units during summer.

**Article 131. Attendance**

**Section 1.** The rules on attendance laid down herewith shall be followed in all colleges/campuses. When absence of a student reaches 20% of the stipulated number of hours of recitation, lecture, laboratory or any other scheduled work in one course, he/she shall automatically be dropped from the course by the teacher. The teacher is required to report the case to the registrar through the Dean. If 60% or more of absences are unexcused, the student shall be given a grade of "5.0" otherwise, he/she shall be merely dropped without grade.

**Section 2.** Excuses for absences shall be obtained from the office of the Dean, Director of each school or Unit Head concerned to be presented to the teacher concerned not later than the following session of the class after the date of the student's return to school. Excuses shall be for time missed only. All work covered by the class during absence shall be made up by the student to meet the teacher's required points or grades within a reasonable time.

**Section 3.** The University Physician may issue certificate of illness. Medical certificates of other duly licensed physicians shall be honored.

**Section 4.** Whenever the students has been absent from a class for three consecutive class meetings, a report thereof shall be sent immediately by the teacher concerned to the Office of the Dean of the College or School. The Dean of the College/School shall notify the Dean of the OSA, call the student and correspondingly notify the parents or guardian immediately.

**Section 5.** Late enrolment shall be considered as time lost by absence.

**Section 6.** Three tardy arrivals shall be equivalent to one-hour period absence. Tardy arrival is recorded when a student arrives in class after the teacher has called the roll. Absence is non-appearance of the student in class or class activity for the entire class period.

**Article 132. Refund of Fees**

**Section 1.** Students who are granted honorable dismissal or leave of absence, or voluntary withdrawal from the University shall be entitled to a refund of their tuition and other fees only in accordance with the following schedule:

- a. Within five school days from the opening of classes = 75%
- b. Within twenty school days from the opening of classes = 50%
- c. Beyond twenty school days from the opening of classes = No refund

**Section 2.** In the case of students who withdraw before the opening of classes, all tuition and other fees except entrance and matriculation fees shall be returned.

**Section 3.** In case of a student's death or physical incapacity during the semester, all fees shall be refunded upon request of the family.

**Section 4.** Full refund of tuition fee for a course may be allowed only in case of forced dropping of the course by administration.

**Section 5.** Any student who is drafted for military training in accordance with the National Defense Act may be refunded the proportional part of the total amount paid for his/her tuition and/or other fees for the term during which he/she is drafted.

**Chapter 14. Curricular Changes****Article 133. Dropping and/or Adding of Subjects, Changing of Classes**

**Section 1.** A student may, with the knowledge of the instructor of the subject and with the consent of the adviser and the Dean, drop a subject by filling in the prescribed form.

**Section 2.** He/She may add or drop subjects within one week after the opening of classes.

**Section 3.** He/She then passes the forms to the Accounting Office and Office of Admissions and Records for billing.

**Section 4.** A transfer of student to another class/section shall be made only with the consent of the instructors concerned.

**Article 134. Request for Unscheduled Subjects/Classes on Special Arrangement**

**Section 1.** Subjects unscheduled for a given term may be offered upon written request of at least fifteen (15) students, duly endorsed by the Dean and approved by the DIQA.

**Section 2.** Subjects may be scheduled by the Dean to be offered in a term when needed by at least five (5) graduating students provided that written request to the DIQA is made at least two (2) weeks before the start of the registration.

**Article 135. Substitution of Subjects**

**Section 1.** Every subject substitution must be based on at least one of the following:

- a. When a student is enrolled in a curriculum that has been superceded by a new one;
- b. When there is conflict of schedule between the two subjects;
- c. When the required subject is not offered.

**Section 2.** Every petition for substitution:

- a. Must be between subjects very similar in content and with the same number of units; and
- b. Must be approved by the Dean/Director upon the recommendation of the adviser.

**Section 3.** An approved petition for substitution in the summer term must be submitted to the Office of Admissions & Records within one week in the regular semester, the approved petition must be submitted within two weeks for consideration in the records of students. A petition submitted thereafter shall be considered for the following term.

**Section 4.** No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5.0" except when, in the opinion of the Dean concerned, the proposed substitute covers substantially the same subject matter as the required subject.

**Section 5.** All application for substitution shall be acted upon by the Dean concerned within three (3) days from submission. In case the action of the Dean is adverse to the recommendation of the adviser, the student concerned shall be notified immediately, and he/she may appeal to the President through the DIQA whose decision shall be final.

**Article 136. Transfer Students**

**Section 1.** Transfer students may be admitted to the University except for colleges that have special provisions for transferee. The following conditions should be met:

- a. Must present to the college/institute, campus/school previous academic records duly signed by the registrar of the school he/she came from;
- b. Shall be on probation until official Transcript of Records from the school last attended is received;
- c. Must validate the equivalent course grades lower than "2.0" or "85" or "B-" in order to receive credit for the courses;
- d. Those coming from institutions that are members of PASUC, ACAP or from institutions accredited by PAASCU or other accrediting agencies are not required to meet the weighted average of "2.5", "80%", "C+" nor to validate previously earned units. The courses to be credited shall be determined by the Dean concerned;
- e. Shall complete in the University at least 50% of the units required for graduation in his/her courses;
- f. Must submit a certification of honorable dismissal and good moral character;
- g. Must fulfill requisites in Section 2 Article 141 of this code;
- h. Must be among those included to fill up quota set by the DIQA.

**Section 2.** The regular period for the holding of validating tests shall begin two weeks prior to the first day of registration for each term and shall end a week before the start of registration. There shall be no fee for validating tests taken during this period. Teachers who administer and score the tests during this period shall be entitled to service credits.

**Section 3.** Validating tests may be held outside the period set in the preceding section with the consent of the Dean and upon payment of the prescribed fee the teacher who prepares the test and scores the test shall be entitled to receive this fee.

**Section 4.** A degree holder may be given credits for equivalent courses without validating them, but such credits must not exceed 50% of the total number of units required for graduation. The subjects to be credited shall be assessed by the Dean concerned, subject to approval by the Director of Admission and Records.

**Section 5.** Each college or unit may promulgate rules on admission and granting of credits to transfer students consistent with the general rules set by the Academic Council.

## Chapter 15. Examination and Grades

**Article 137. Integration Period.** The DIQA may authorize the suspension of formal classes for a period not exceeding two days before the mid-term and/or final examinations to enable the students to review; provided that the teachers shall keep regular hours for consultation work.

### Article 138. Examination

**Section 1.** The scheduled minimum period for each final examination shall be one hour and a half. Laboratory examinations may be given a week before the scheduled final examinations; provided these shall not interfere with other regular classes.

**Section 2.** The schedule for mid-term and final examination for lecture classes shall be prepared by the DIQA. Alternative assessment forms may be conducted upon approval of the DIQA.

### Article 139. Grading System

**Section 1.** The performance of students in class shall be graded at the end of each term using numerical grades in accordance with the following system:

#### a. Numerical Rating

Numerical Grade	Percent Equivalent	Qualitative Description	Letter Equivalent
1.00	98-100	Excellent	A+
1.25	95-97	Highly Outstanding	A
1.50	92-94	Outstanding	A-
1.75	89-91	Very Good	B+
2.00	86-88	Good	B
2.25	83-85	Very Satisfactory	B-
2.50	80-82	Satisfactory	C+
2.75	77-79	Fair	C
3.00	75-76	Passing	C-
5.00	Less than 75	Failure: Requires re-enrollment in and repetition of the course	F
	INC	Incomplete	
	UW	Unauthorized withdrawal	
	D	Dropped	

b. **“Inc.”** – Indicates that the work is incomplete. It is given when a student whose class standing throughout the term is passing but fails to appear for the final examinations due to illness or any other valid reason. If the reason is deemed justifiable by the Dean or Director, the student may be given the examination.

If the student passes the examination to remove the “Inc”, the final grade may be “3.0” or better; if he/she fails, the final grade shall be “5.0”.

If the class standing is not passing and the student fails to take the final examinations for any reason, a grade of “5.0” shall be given.

“Inc” is also given for work that is of passing quality, some part of which is a report/term paper or other requirement, but for good reasons, was not fulfilled; the final grade may be “3.0” or better if the student complies; otherwise, the grade shall be “5.0”.

The period for the removal of a grade of “Inc” should not extend beyond one calendar year from the date the mark was received.

A grade of “Inc” not removed within the period provided in the preceding section shall automatically become “5.0”. Unless there are evidences to the contrary, the Registrar is authorized to make the automatic conversion from “Inc” to “5.0”.

c. **IP** – Is given to a student whose work (like thesis, research paper or dissertation) is in progress.

d. **Dropped** – Given to those who voluntarily dropped the course or are dropped by the teacher for excessive absences.

e. **Audit** – Given to those who are allowed by the Office of Admission & Records, with the consent of the teacher, to sit in the class to supplement their knowledge about the subject matter.

**Section 2.** Removal examinations taken outside the scheduled regular and validating examination periods will be subject to the approval of the Dean upon payment of the removal fee per subject and validating fee at the Cashier’s Office.

**Section 3.** Every faculty member of the University shall submit his report of grades not later than ten (10) working days after the last day of final examinations at the end of each term.

**Section 4.** A teacher may be required to furnish grades of students in any course not more than twice per term.

**Section 5.** Numerical grades shall not be changed after the grade sheets have been filed by the Office of Admission and Records. In cases where an error has been committed, the teacher concerned may make proper correction upon authority of the ADCO on recommendation of the Dean concerned. If the request is granted, a copy of the authorization as reflected in the resolution in the minutes of the meeting of the council shall be forwarded to the Office of Admissions & Records for recording and filing with the student's permanent record.

**Section 6.** In cases where there is need to review test papers and teacher's class records, the Dean concerned shall form an ad hoc committee from within the unit to conduct the review and submit the recommendations to the Dean. However, the formal process of changing the numerical grades in the grade sheets shall follow the provisions in the preceding section.

## Chapter 16. Rules on Scholarships and Residency

### Article 140. Scholarships

**Section 1.** Scholarships should be processed two (2) weeks before enrolment and completed on or before the last day of enrolment. It will be forfeited/ waived if this is not followed. Applicants to scholarships, service grants and student assistantship must pay the non-refundable scholarship fee per semester. An Order of Payment must be taken from the OSA before payment is done in the Cashier Office.

**Section 2.** Scholarship in the University are classified as follows:

- a. Entrance scholarship
- b. Academic scholarship
- c. Government scholarship
- d. Special grants

**Section 3.** Entrance scholarship is extended by the University to Valedictorians and Salutatorians from public and private high schools. Valedictorians are entitled to full exemption from tuition and laboratory fees, whereas salutatorians are entitled to only 50% exemption from tuition and laboratory fees. The entrance scholarship is valid for the first semester of first year students and will then be converted into academic scholarship if they maintain their required Grade Point Average (GPA).

**Section 4.** Academic scholarship on semestral basis shall be extended to regular students with GPA of 1.5 or better, with no grade lower than 2.50 in any subject including National Service Training Program (NSTP).

**Section 5.** Government scholarship is extended to students by virtue of the operation of laws of the land like those for children of elected barangay officials and veterans of the military service.

**Section 6.** Special grants are those extended by the University as approved by the BOR like the (a) service grants (officers of students councils, publications, university varsity athletes, member of university cultural groups) (b) scholarships for WVSU employee dependent and (c) private scholarships granted based on the specific instructions of the donor.

Scholarships enjoyed by dependents shall not exceed 4 years for the undergraduate level.

In the College of Medicine scholarship enjoyed by dependents shall not exceed 4 years.

**Section 7.** A student shall enjoy only one scholarship support.

**Section 8.** No student who has previously enrolled in a tertiary course shall be eligible for admission as an entrance scholar.

**Section 9.** A student on scholarship support who voluntarily gives up the scholarship before finishing the degree shall refund the amount extended without interest.

**Section 10.** A scholar who at the end of the semester cannot meet the grade requirement of the scholarship shall be disqualified.

### Article 141. Scholastic Delinquency

**Section 1.** The faculty of a college or unit shall approve suitable actions governing undergraduate delinquent students. These are the following:

- a. Warning – Any student who, at the end of the semester, he/she obtains final grades below "3.0" in 25% to 48% of the total number of academic units she/he enrolled;
- b. Probation – Any student who, at the end of the semester, obtains final grades below "3.0" in 50% to 75% of the total academic units of the subjects he/she had enrolled.
- c. Dismissal – A student shall be dropped from the rolls of the college or encouraged to shift to other courses within the University, if he/she obtains final grades below "3.0" in more than 75% of the total academic units of the subject enrolled.

**Section 2.** Any student on probation, in accordance with the provisions of the preceding Section (b), who again fails in 50% or more of the total number of units in which he/she receives final grades, shall be dropped from the rolls of the college subject to the provisions of the preceding Section (c).

**Section 3.** Any student who, at the end of semester, obtains final grades below “3.0” in 100% of the Academic Units in which he/she has given final grades shall be permanently barred from re-admission in the University.

**Section 4.** Disqualification from enrolment cited in the above paragraph does not apply in cases where grades of “5.0” were due to student’s unauthorized dropping after mid-semester and the student’s poor class standing. A grade of “5.0” shall be counted against him/her.

**Section 5.** A grade of “Inc” shall be included in the computation to evaluate scholastic standing: when it is replaced with a numerical grade, the latter shall be included in the grades during the semester when the removal is made.

**Section 6.** Required courses wherein a student has failed shall take precedence over other courses to be enrolled in the succeeding term.

**Section 7.** In case of conflict between the action of the Dean and the recommendation of the Dean of the Student Affairs on re-admission of a student shall be evaluated by the DIQA whose decision may be appealed with the President of the University, who shall be the final arbiter.

#### **Article 142. Honorable Dismissal**

**Section 1.** Honorable Dismissal is voluntary withdrawal from the University with the consent of the Director of the Admission and Records or his/her authorized representative. All accounts with the University shall be settled before a statement of honorable dismissal can be issued. The statement shall indicate that the student withdraws in good standing as far as character and conduct is concerned. A certification of good moral character may be issued separately.

**Section 2.** A student in good standing who desires to sever his/her connection with the University shall present a written petition to this effect, signed by his/her parents or guardian addressed to the Director of Admission of Records. If the petition is granted, the student shall be granted honorable dismissal.

**Section 3.** A student who leaves the University for reason of suspension, dropping or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he/she be permitted to receive his/her transcript of records or a certification of his/her academic status from the University, it shall contain a statement of the disciplinary action rendered against him/her.

#### **Article 143. Leave of Absence**

**Section 1.** Leave of absence from study must be sought with a written petition signed by the parent or guardian to the University Director of Admission and Records stating the reason for such request and specifying the period of the leave which must not exceed one academic year.

**Section 2.** Withdrawal from the University without formal leave of absence shall be a ground for the curtailment of registration privileges.

#### **Article 144. Maximum Residency Rule**

**Section 1.** All doctoral students must attain candidacy to the degree within five (5) academic years from date of admission and must have completed all requirements within seven (7) academic years.

**Section 2.** If students cannot comply with MRR, they are allowed a maximum of two (2) years extension, provided they enroll in a graded refresher course related to their specialization. Students are required to re-enroll the courses taken more than nine (9) years ago and get new grades for these.

**Section 3.** All dissertation writing must be finished within three (3) years from the time of title/concept paper defense. Otherwise, student is required to change his/her research problem and go through the process of title/concept paper defense over again.

**Section 4.** All master’s students must attain candidacy to the degree within three (3) academic years from date of admission and must have completed all requirements within five (5) academic years.

**Section 5.** If students cannot comply with MRR, they are allowed a maximum of two-years extension provided they enroll in a penalty course related to their specialization. Students are required to re-enroll the courses taken more than seven (7) years ago and get new grades for these.

### **Chapter 17. Graduation**

#### **Article 145. Graduation Requirements**

**Section 1.** A student shall be recommended for graduation only after he/she has satisfied all academic and other requirements for graduation prescribed in his/her curriculum.

**Section 2.** A graduating student shall accomplish an application form for graduation and submit the same to the office of the University Registrar two weeks after enrolment for his/her last semester at the University.

**Section 3.** The University Secretary, in consultation with the Director of Admission and Records and the Deans concerned, shall inquire into the academic record of each candidate to ascertain whether or not he/she has fulfilled all the requirements for graduation; provided that, should any question regarding a candidate, be raised by the Academic Council his/her name should not be deleted from the list of candidates for graduation for the semester at least two (2) months before the end of the semester. This list of candidates for graduation must be deliberated upon and endorsed by the Academic Council to the BOR at least one (1) month before the date of graduation.

**Section 4.** The University Secretary shall post on the bulletin board of each college or unit a complete list of the candidates for graduation for the semester at least two (2) months before the end of the semester. This list of candidates for graduation must be deliberated upon and endorsed by the Academic Council to the BOR at least one (1) month before the date of graduation.

**Section 5.** All candidates for graduation shall have their deficiencies settled and their records cleared not later than one (1) month before the end of their last semester at the University.

**Section 6.** No student shall be allowed to graduate from the University unless he/she has completed at least one (1) year of residence.

**Section 7.** No student who fails to pay the required graduation fees within the specific period set by the University shall be conferred any title or degree. Any student in such a case may, however, upon his/her request and payment of the necessary fees, be given a certified copy of his/her credentials without specifying his/her completion of the requirements towards any title or degree.

#### **Article 146. Graduation with Honors**

**Section 1.** Students who complete their courses with the following weighted averages, computed on the basis of credits, shall be graduated with honors to be inscribed on their diplomas:

Summa Cum Laude .....	1.24 to 1.00
Magna Cum Laude .....	1.49 to 1.25
Cum Laude.....	1.75 to 1.50

Computation of the average grade shall be carried to the 3rd decimal place and rounded up to the 2nd decimal place; provided, that there is no grade below 2.5 in the subject prescribed in the curriculum except NSTP, whether taken in or outside the University; provided further, that in case of students graduating with honors in curricula wherein the prescribed length is less than four (4) years, the English equivalent-namely: "With Honors", "With High Honors" and "With Highest Honors" shall be used instead.

**Section 2.** Students who are candidates for graduation with honors should have completed at least 75% of the total academic units in the university and must be in residence for at least three (3) years.

**Section 3.** In the computation of the final average of students who are candidates for graduation with honors, only credits earned while in residence shall be considered; provided, however, that they have no grade lower than "2.5" in all their subjects prescribed and accredited in the curriculum.

**Section 4.** Students who are candidates for graduation with honors should take a load of at least fifteen (15) units per semester/or as prescribed in the curriculum.

#### **Article 147. Commencement and Baccalaureate Exercises**

**Section 1.** The University Secretary shall be in charge of the arrangements for the commencement and baccalaureate exercises. He/She may call upon the different units and offices for assistance in carrying out the plans.

**Section 2.** The commencement and baccalaureate exercises for all graduating students of the University who are to receive titles in the tertiary level and higher shall be held on the same day and on the date fixed for graduation on the academic calendar.

**Section 3.** All graduating students shall attend the commencement and baccalaureate exercises as scheduled unless the University Secretary recommends the graduation of a student in absentia on grounds of sickness or other equally serious reasons which must be supported by strong evidence; provided, that the student has met all the requirements for graduation including payments of all necessary fees.

**Section 4.** Graduating student who absent themselves from the commencement and baccalaureate exercises without being excused, as provided for in the preceding section, shall not be awarded by their diplomas or certificates until such time as they attended regular commencement and baccalaureate exercises; provided, however, transcript of records may be issued when this is legally required for the taking of any examination to be given by any legal body or agency or for employment before the next commencement and baccalaureate exercises.

**Section 5.** The scholarship enjoyed by graduating students shall be indicated in the commencement program.

**Section 6.** The diploma or certificate shall bear only one date which shall be the date of the commencement exercises.

**Article 148. Academic Costumes.** Candidates for graduation with degrees, titles or certificates, as well as members of the academic staff of the University and key University officers, shall be required to wear academic costumes during the baccalaureate services and commencement exercises in accordance with the rules and regulations of the University.

### **BOOK THREE**

#### **STUDENT AFFAIRS**

Book Three discusses matters regarding students' affairs, the administrators and faculty members who work with the students, as well as the students' rights, duties and privileges.

#### **Chapter 17. Student Services**

The student services programs are focused on students' welfare, growth and development.

**Article 149. Guidance and Consultant Services.** There shall be a regular system of consultation and guidance to be offered by the faculty to the students in connection with the latter's registration, assignments, progress of academic work and other problems. Each curriculum year within the college regardless of number of students, shall have a curriculum adviser. Each section shall have a section/homeroom adviser and meetings shall be held regularly with the students.

**Article 150. Counseling Services**

**Section 1.** The University shall have a guidance counselor(s) to assist students through the counseling relationship to utilize their own resources and environmental opportunities in the process of self-understanding, planning, decision-making and coping with problems relative to developmental needs and to vocational and educational planning.

**Section 2.** A teacher counselor shall be designated for each college to assist the students in their adjustment needs and problems.

**Article 151. Testing Services**

**Section 1.** The University shall provide a systematic and continuing testing program.

**Section 2.** Test results are readily available to the students to guide them in making decisions regarding their academic life.

**Article 152. Housing Services**

**Section 1.** The dormitory shall be made available for the students to reside therein giving priority to the freshmen. Students not living in the dormitories operated by the University shall, as much as possible, reside only in houses or dormitories approved by the regulatory bodies as provided for in the law except those who are living with their parents or close relatives.

**Section 2.** The University dormitory shall be governed and operated in accordance with the approved policies and guidelines.

- a. The Dean of Student Affairs shall be responsible for the assignment of students to the different dormitories and shall ascertain that only bona fide students who have proper character certification and have signed proper contracts with the University shall be admitted at the dormitories.
- b. The dormitory shall be vacated by the occupants within one week after the final examinations of a term. However, students who may have to stay longer or come earlier for justifiable reasons may be allowed to stay in the dormitory, provided the dormitory policies and guidelines are observed.

**Article 153. Health Services**

**Section 1.** All students are entitled to medical and dental services at the University Infirmary /school clinics.

**Section 2.** Students can avail of the discount at the WVSU-MC based on the approved guidelines.

**Article 154. Scholarships and Financial Assistance (SFA) Services**

**Section 1.** Entrance scholarships, academic scholarships, service grants, assistantships, and other forms of financial aid to students shall be awarded in accordance with the pertinent rules and regulations.

**Section 2.** Full exemption from tuition and matriculation fees imposed by the University shall be granted to the following:

- a. All officers of the University Student Council;
- b. Staffers of the University Publication;
- c. Chairpersons of the College Councils, including Graduate Education Council;
- d. Editors-in-chief and managing editors of college publications; and
- e. Corps commander of student military training;

**Section 3.** Fifty percent (50%) exemption from the matriculation and tuition fees shall be granted to the following:

- a. Councilors of College and High School Student Councils;
- b. Staffers of college publications;
- c. College representatives to the University Student Council;
- d. Chief Justice and members of the Supreme Court; and
- e. Chairman and members of the University Student Electoral Committee\*.

(\*NOTE: for the second semester only).



**Section 4.** Full exemption from tuition fees shall be given to members of the following:

- a. University Choir;
- b. University Dance Troupe;
- c. WVSU Rondalla Ensemble;
- d. University Little Theater; and
- e. University Varsity Athletes.

**Section 5.** The rules on service grants are as follows:

- a. Must have a weighted average grade of at least "2.5" for college or 85% for high school and no grade lower than 2.75 for college and 80% for high school during the immediate previous school year with load of at least 15 academic units per semester or full load in the secondary level.
- b. Varsity athletes must have no failing grade in the previous school year on a load of at least 15 academic units per semester. A maximum of two (2) "incomplete" grades shall be allowed. More than two (2) "incomplete" grades per semester automatically disqualifies the athlete for the grant.
- c. Varsity Athletes must have recommendations from the coach and the University Sports and Culture Director or their equivalent.
- d. Specific rules and regulations for each grant shall be formulated and approved by the BOR.

**Article 155. Government Scholarships.** The University shall grant scholarships under the local government code subject to prescribed guidelines.

#### **Article 156. Private Scholarships**

**Section 1.** Private scholarships refer to a financial assistance given to students on the basis of need, merit or honor by individual persons, groups or institutions which have been received and confirmed by the BOR.

**Section 2.** In addition to the requirements issued by the sponsor or sponsoring groups of private scholarships, recipients shall follow the general rules on scholarship of the University.

**Section 3.** In case when the guidelines, rules of the sponsors or sponsoring groups are in conflict with rules set by the University, the latter shall prevail. Sponsors or sponsoring groups shall be furnished with the University rules and policies on scholarships.

**Article 157. International Student Services.** All foreign students shall be subject to Department of Foreign Affairs (DFA), Commission on Higher Education (CHED), and University rules and regulations and enacted laws. The Dean, OSA may issue the specific guidelines to ensure the general welfare of the foreign student.

### **Chapter 18. Student Organizations and Co-Curricular Activities**

#### **Article 158. Student Unions and Student Council**

**Section 1.** There shall be a University Supreme Student Council (USSC) which is the supreme student organization of the University. It is a federation of all student councils from the different campuses the operation thereof shall be based on duly promulgated constitution and by laws of the federation. It shall be autonomous with respect to the formulation of internal rules and activities; provided that these are subject to limitations prescribed by law and University rules and regulations. The Chairperson of the USSC shall become the student representative to the BOR and shall be called "Student Regent".

**Section 2.** A student council shall be organized in each campus.

**Section 3.** A college/school student council shall be organized in each college or school.

**Section 4.** There shall be a student council for each curriculum year at College and University levels. The officers of the curriculum year shall choose their own adviser from a list to be submitted by the Deans/Directors to be evaluated by the Dean, OSA.

**Section 5.** The officers of the different councils may recommend their own adviser from a list of the members of the faculty to be submitted to the Deans/Directors. The designation of the adviser shall be endorsed by the head of the Unit/College and OSA duly approved by the University President.

#### **Article 159. Other Student Organizations and Activities**

**Section 1.** A student organization in the University shall be any association, club, or any such other organized groups whose membership is composed of bona fide students of the University.

**Section 2.** Organizations in the University shall be categorized as follows:

- a. Co-curricular organizations – those organizations related to the subject matter fields of the students like the science, mathematics and debating club;
- b. Departmental or class organizations – those primarily devoted to the promotion of excellence in a particular field or class like the freshmen class organization or animal science club;

- c. Community service organizations – those whose objective is the improvement of quality of service to the people especially outside the University, like the GawadKalinga (GK) or Red Cross Club;
- d. Sports, hobby or interest organizations – those which may aim to socialize the individual students, like the religious groups, fraternities and sororities as provided by law;
- e. Cultural organization – folk dancing, choral and drama groups.

**Section 3.** Student organization shall be allowed to function upon the approval of the President of the University. This is a ministerial function when requirements are met.

**Section 4.** Any form of hazing shall be prohibited as provided by law.

**Section 5.** The requirements for recognition and approval to function for new student organizations other than department or class organizations by the University President shall follow the approved policy guidelines.

**Section 6.** The requirement for renewal or accreditation of existing student organizations shall abide by the existing rules and guidelines.

**Section 7.** Property inventories and bank books of student organizations/councils shall be deposited with the Dean, OSA at the end of the school year for safekeeping. The same shall be retrieved by the officers in the succeeding school year.

**Section 8.** Subject organization shall be allowed to affiliate with chapters outside of the University regardless of ideological foundation and must be legal in their existence and operation as determined by the Dean, OSA.

**Section 9.** A student organization may be denied recognition, or may have its recognition withdrawn should it be found to have violated certain rules and regulations of the University or its units.

**Article 160. University Student Publications.** The organization and policies governing University student publications shall be based on existing laws and other guidelines.

#### **Article 161. Sports and Cultural Development Programs**

**Section 1.** Every student duly registered in the University shall be a member of the University Sports Association. The operation of this association shall be the responsibility of the Committee on Sports Affairs in coordination with the Director, University Sports and Culture.

**Section 2.** The Committee on Sports Affairs shall lay down the policies, rules and regulations on athletic activities of the University and the administration of the financial aspect of athletics and similar student activities of the University.

**Section 3.** The Physical Education, Sports, Culture, Arts and Recreation (PESCAR) Center shall supervise all athletic activities involving the University and students.

**Section 4.** Every student duly registered in the University shall be a member of the University Cultural Association. The operation of this association shall be the responsibility of the Committee on Cultural Affairs in coordination with the Director, University Sports and Culture.

**Section 5.** The Committee on Cultural Affairs shall lay down the policies, rules and regulations on cultural activities of the University and the administering of the financial aspect of cultural and similar student activities of the University.

**Section 6.** The College of PESCAR shall supervise all cultural activities involving the University and students.

**Section 7.** The sports and cultural activities shall be supervised by the sports and cultural affairs committees.

#### **Article 162. Convocations**

**Section 1.** University convocations under the auspices of the different student organizations and councils shall be coordinated by the Dean, OSA upon consultation with the President of the University.

**Section 2.** Any invited speaker from outside the University may address the student groups or organizations of the University; provided, that, in every case, written permission of the University President shall have been previously secured. This is a ministerial function when requirements are met.

**Section 3.** Campus convocations under the auspices of the different student organizations and councils shall be coordinated by the Dean, OSA upon consultation with the Campus Administrator.

### **Chapter 19. Conduct and Discipline**

#### **Article 163. Rights of Students**

**Section 1.** Subject to the limitations prescribed by law, University policies and regulations, every student of WVSU:

- a. Has the right to receive quality education in line with national goals, educational objectives and standards of the University
- b. Is entitled to advisement and guidance to enable him/her to understand himself/herself, make intelligent decisions and to select from the alternatives in line with his/her potentials;
- c. Shall have the right to participate in the formulation of policies of the University affecting them;

- d. Shall have the right to enjoyment of the constitutional guarantees of free speech and press, the right to express and pursue his/her opinions on any subject, provided that such expressions shall not disrupt the normal operations of the University;
- e. Shall have the right to form, assist in any campus organizations, alliance or federation not contrary to law;
- f. Shall have the right to avail of all student services – medical, dental, libraries, etc, as well as of reasonable protection within the University premises;
- g. Shall have the right to be informed of the rules and regulations affecting them;
- h. Shall have the right to participate in curricular and co-curricular activities subject to existing University rules and regulations;
- i. Shall be entitled to respect as a person with human dignity; full physical, social, moral and intellectual development and humane and healthful conditions of learning;
- j. Shall enjoy academic freedom in the tertiary and higher level;
- k. Shall have the right to seek redress of grievances against any wrong or injustice committed against him/her by any member of the University community in accordance with the defined channels of authority;
- l. Shall not be subject to disciplinary action without due process;
- m. Shall have the right to access to his/her records for purposes of determining his/her academic performance;
- n. Shall have the right to pursue his/her course of study therein up to graduation except in cases of academic deficiency or violation of disciplinary regulations;
- o. Shall be entitled to expeditious issuance of certificates, diplomas, transcript of records, grades and transfer credentials;
- p. Shall have the right to freely express their views and opinions subject to existing laws and school rules and regulations and information and to publish school newspaper or other similar publications;
- q. Shall be free from any form of unreasonable search and seizure; except when made at the point of ingress or egress by authorized personnel of the University. Articles, illegal or in violation of University rules and regulations, discovered by duly authorized personnel shall subject the student to administrative discipline. Searches can be made by duly authorized

personnel even without search warrant when the student is committing or has just committed a crime or any serious infraction of University rules and regulations; and

- r. Shall have the right to peaceful assembly subject to the regulations of the University and existing laws.

#### **Article 164. Duties and Responsibilities**

**Section 1.** Every student, regardless of circumstances of birth, shall have the following duties and responsibilities:

- a. Abide by the University rules and regulations;
- b. Know the history and philosophy of the University and the official University songs;
- c. Help keep the University campus and buildings clean;
- d. Uphold the good name of the University by practicing personal discipline, honesty, patience, fortitude, emotional stability, self-control and positive attitudes and values;
- e. Strive to live an upright, virtuous and productive life;
- f. To develop his/her potentials for service, particularly by undergoing an education suited to his/her abilities, in order that she/he may become an asset to himself/herself and society;
- g. Respect the customs and traditions of the Filipino people, the duly constituted authorities, the laws of the land and the principles of democracy;
- h. Participate actively in civic affairs and in the promotion of the general welfare;
- i. Exercise his/her rights responsibly with due regard for the right of others;
- j. Respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of peace and order in the University and society; and
- k. Help in the observance of individual and social rights, the strengthening of freedom, and the fostering of cooperation among nations in pursuit of progress, prosperity and world peace.

### Article 165. Rules and Regulations on Conduct and Discipline

**Section 1.** Students shall, at all times, observe the laws of the land and the rules and regulations of the University.

**Section 2.** Deans or various Unit Heads may, after due consultation in the form of deliberation with the faculty and staff, promulgate rules on conduct and discipline for peculiar application to the respective units.

**Section 3.** Each college or unit may adopt a uniform to be endorsed by ADCO and approved by the BOR.

**Section 4.** Grounds for disciplinary action shall be as follows:

- a. Any form of cheating during examinations or any act of dishonesty;
- b. Carrying within the premises of the University any firearm, knife or any other dangerous or deadly weapon; except, those allowed by duly constituted authorities;
- c. Drinking alcoholic beverages, or drunken misbehavior within the University premises or in any area while performing University-related activities;
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals;
- e. Gross and deliberate discourtesy;
- f. Creating serious disturbance of the peace within the University premises or participating therein resulting in violence or damage to property or persons;
- g. Intentionally making false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with admission, registration, promotion or graduation from the University;
- h. Smoking and gambling within the University premises; and
- i. Any violation of law committed within the University premises.

**Section 5.** The administrative sanctions are as follows:

- a. **Warning.** Warning shall be issued in writing by University authorities to students committing the following: smoking on campus; having three (3) unexcused absences; wearing incomplete uniform; disrupting classes or assemblies; littering; posting bills in unauthorized areas; and similar offenses specified by the Dean and Unit Heads as per Section 2, of this Article.

### b. Suspensions

(1) One day suspension for three (3) warnings within the same semester

(2) Three to five school days suspension for the following: cheating; entering the campus or classroom drunk; drinking intoxicating drinks inside the campus; inciting a quarrel or quarreling inside the campus; verbal assaults; inciting students to commit unlawful acts; vandalism; threatening other students and members of the faculty and staff from discharging their duties; threatening, coercing or intimidating any student to attend any activity or to be absent from the class; physically attacking another student without any provocation and other offenses specified by the Deans or Unit Heads.

(3) Suspension until the end of the semester may be meted for the following: Theft; extortion; insubordination; tampering or forging of school records and other relevant documents; assaulting students or persons in authority; carrying deadly weapons; plagiarism; publishing or circularizing derogatory statements about the University, its faculty and staff members or fellow students to include unauthorized notices, streamers and placards; carving, training and writing or drawing on walls, chairs, tables or other school property; other offenses as determined by the University grievance committee and disciplinary board.

(4) Dismissal or expulsion shall be meted out for the following offenses:

Participating in activities which tend to subvert or overthrow the existing government; act of lasciviousness and moral turpitude; injuring, on purpose, another person with a knife or any bladed weapon or any lethal instrument or object, possession and distribution and/or using dangerous drugs on campus; participating in hazing; physically assaulting a teacher or University staff or any person, committing to any violent act while participating in national and institutional strikes; rallies and demonstrations; gross immorality or flagrant indecency; arson; conniving with bad elements in deliberately attempting to sabotage, steal or place the school in persons and/or property; stealing test questions and/or disseminating the contents to other student; taking the examination in place of another student.

### Article 166. Grievance and Disciplinary Procedure

**Section 1.** The acts enumerated in Article 165, with their corresponding administrative sanctions, shall be used as bases in imposing penalties by those concerned.

**Section 2.** The Dean/Director of each college shall create a grievance and disciplinary board composed of the Associate Dean as Chairman with the college guidance counselor, the curriculum year advisers and the college council representatives to the USC as members which shall hear complaints and recommend actions to be taken on cases brought to it.

**Section 3.** There shall be University Grievance and Disciplinary Board (UGDB) to which decisions of the college grievance and disciplinary boards may be appealed by the aggrieved party. The UGDB shall be composed of the Dean, OSA as Chairman, the DIQA, the Dean/Director of the college to which the respondent and the complainant belong, two (2) faculty and/or staff members to be designated by the University President and two students to be designated by the USC Chairman as members.

**Section 4.** Any complaint shall first be presented to the faculty adviser orally for an oral decision within two (2) working days. Any party not satisfied with the oral decision of the faculty adviser may elevate the case orally to the Dean within three (3) working days.

**Section 5.** All cases not settled orally may be brought by the aggrieved party in writing to the college grievance and disciplinary board.

**Section 6.** The grievance and disciplinary boards, in their deliberations of cases, shall follow such procedure that safeguards the rights of both complainant/s and respondent/s.

**Section 7.** Respondents in a disciplinary case heard by the grievance and disciplinary boards shall be accompanied by a counsel of their choice.

**Section 8.** The decision of the college and/or University grievance and disciplinary board shall be submitted to the Dean/Director concerned or the University President for execution.

**Section 9.** Any student called for investigation but fails to appear without valid reason within forty eight (48) hours after receipt of the written notice shall be considered in default and the investigating board shall proceed with the investigation of the case ex parte and shall promulgate a decision on the basis of the evidence available.

**Section 10.** Any disciplinary action taken against a student shall be reported immediately to his parents or guardians and all Deans/Directors and Unit Heads.

## Chapter 20. Alumni Affairs

**Article 167. The Office Alumni Affairs.** The University shall maintain an Office of Alumni Affairs which shall develop and implement programs to build the alumni network and serve as a channel for connecting students, alumni, faculty, and outside constituencies on local, regional, and international levels.

### Article 168. The Director of Alumni Affairs

**Section 1.** The Office of Alumni Affairs shall be headed by the Director.

**Section 2.** The designation of the Director of Alumni Affairs shall be made by the President and confirmed by the BOR.

**Article 169. Qualifications of the Director of Alumni Affairs.** The Director of Alumni Affairs shall have the following qualifications:

- a. Preferably a holder of a doctorate degree;
- b. Has at least three years of very satisfactory performance in his/her current position;
- c. Is generally acceptable to the University community.

**Article 170. Duties and Responsibilities.** The Director of Alumni Affairs shall:

- a. Develop, coordinate, implement and evaluate programs and projects to promote alumni relations, such as Alumni Scholarship Program and alumni membership;
- b. Plan, coordinate, and attend to special events, including alumni and volunteer recognition banquets, receptions, homecomings and reunions;
- c. Identify and encourage alumni donors and volunteers;
- d. Coordinate and produce financial budget, and other special reports, proposals and analyses for management, to include quarterly financial statements and/or funds distribution reports;
- e. Organize, sustain, and strengthen local/provincial/national and international alumni chapters;
- f. Represent the organization at various community and/or business meetings;
- g. Develop and organize educational programs for alumni, including lectures, seminars and workshops;
- h. Publish periodic or quarterly alumni newsletter and other forms of communication;
- i. Assist the WVSU Alumni Association in upholding the vision, mission and goals of the university.

**Article 171. Term of Office of the Director for Alumni Affairs.** The term of office of the Director of Alumni Affairs shall be in consonance with the term fixed by the BOR or co-terminus to the term of the incumbent President, whichever comes first. However, the designation could be withdrawn anytime.

## CONCLUDING CHAPTER

### Article 172. Amendment, Open Provision, Adoption and Repealing Clause

**Section 1.** This Code shall be consistent with the provisions of the rules and regulations or Acts that may be issued or passed by Congress or by the Office of the President, DBM, CHED, CSC, COA and other government agencies on matters concerning education and extension.

**Section 2.** This Code could also be supplemented/complemented by resolutions passed by the BOR as the need arises.

**Section 3.** The rules of governance of State Universities and Colleges particularly its enabling act or charters and other laws passed by Congress to this effect shall automatically amend or modify any provision of this Code which is not consistent with the said laws and implementing guidelines.

**Section 4.** Save as to matters expressly provided by law, any provision of this Code may be amended at any meeting of the BOR, or of the Academic Council by two-thirds vote of all the members present subject to confirmation by the BOR. In cases where proposed amendments are to be submitted to the Academic Council, copies thereof shall be furnished to all members of the council at least three (3) days before the scheduled meeting.

**Section 5.** Existing bodies, offices, committees, etc. which are not herein provided for but operating at the time of the adoption of this Code are subject to the modifications or actions of the BOR.

**Section 6.** Any amendment to this Code shall first be submitted by the University President to the Administrative Council/Academic Council for deliberation before it is forwarded to the BOR for final action.

**Section 7.** Amendments duly approved by the BOR shall take effect in the succeeding school year.

**Section 8.** All existing rules and regulations which are in conflict with the provisions of this Code are hereby declared amended or modified accordingly.

**Article 173. Effectivity.** This Code shall take effect thirty (30) days after its approval by the BOR based on its authenticated resolution duly received by the University President.

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