



UNIVERSITY CODE

KALINGA STATE UNIVERSITY

Tabuk City, Kalinga, Philippines

FOREWORD

On January 26, 1986, the Kalinga-Apayao State College was created under P.D. 2017 mandating the merging of the Kalinga Community College, BIBAK National Agricultural School, Doña Eufronia Molina Puzon Memorial National High School and the Tabuk National High School. However, its operation took effect only on October 7, 1992.

The first Kalinga-Apayao State College Code was passed and approved by the Board of Trustees in its Resolution No. 196, s. 1998 during its regular board meeting on September 11, 1998.

The revised edition of the KASC Code was approved by the Board of Trustees under BOT Resolution 588, Series of 2007.

The Kalinga-Apayao State College was converted into Kalinga State University on December 15, 2015 by virtue of the CHED Certification acknowledging the conversion of KASC to Kalinga State University which was eventually confirmed by the KSU Board of Regents through its Board Resolution No. 1243, s. 2016 dated January 21, 2016.

Developments necessitate revision of the KASC Code to make it more responsive to the growing needs of the institution. This revised edition of the KASC Code adopts and hereby incorporates the provisions of various basic laws, administrative orders and memoranda of higher authorities that affect its operation.

With Republic Act 10584 creating the Kalinga State University on May 24, 2013, it is deemed necessary to come up with this KSU code responsive to the needs, goals and objectives of this new institution.

This KSU Code comprehensively sets its new vision, mission, goals and objectives, describes the governance of the University, the officials and their respective functions and responsibilities, the curricula and other major program thrusts of the University, the processes, rules, policies and standards, the services that it offers to its clientele and stakeholders and the norms of conduct and core values that its faculty and staff have to observe and practice in the delivery of their respective functions and services, for the comprehension of its stakeholders and the general public.

It is hoped that through this Code, the Kalinga State University would serve as a catalyst in bringing quality service to the Filipino people to whom it owes its existence.

EDUARDO T. BAGTANG, CPA,DBM
SUC President III

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CHAPTER I

BASIC LAWS RELATED TO THE KALINGA STATE UNIVERSITY

The Kalinga State University is a result of the conversion of the Kalinga – Apayao State College which was established under P.D. 2017 on January 26, 1986, to Kalinga State University by virtue of Republic Act 10584 which was signed into law on May 24, 2013 providing a charter for the purpose. In Sec 48 of Republic Act 10584, it states that the provisions of this Act notwithstanding, the establishment or conversion of the institution into a state university shall become effective only upon the determination and declaration by the CHED, based on the recommendation of a panel of experts that the institution has complied with the requirements for a university status. The CHED, through its regional office, shall regularly provide technical assistance to the institution and monitor compliance with the requirements of the Commission.

The CHED shall designate a panel of experts who shall prepare a recommendation to the Chairperson of the CHED, on whether the institution has substantially complied with the requirements for the grant of university status.

The following are the operational requirements for a university:

1. Level III accreditation or equivalent under CHED policies for at least four (4) of its undergraduate programs, one (1) in liberal arts and one (1) in the sciences, and two (2) of its graduate programs;
2. Ratio of qualified full-time faculty with requisite degrees to number of students;
3. Adequate library and laboratories;
4. Research and development output of practical and commercial application to the community;
5. Relevant linkages and outreach programs that are of service to the community; and
6. Relevant academic policies, systems and processes.

The institution shall retain its status prior to the effectivity of this Act, unless in the meantime it is able to comply with the requirements provided herein, within a period not exceeding January 1, 2016.

The State College worked on its compliance to the operational requirements of the RA 10584 and on December 15, 2015, the Commission on Higher Education through Chairperson Patricia B. Licuanan issued the CHED Certification acknowledging the compliance of the KASC to the operational requirements of RA 10584 and the conversion of the Kalinga-Apayao State College into Kalinga State University through merit.

The KSU Board of Regents in their Special Board Meeting on January 21, 2016 adopted Board Resolution No. 1243, s. 2016 approving the University Status of KASC.

REPUBLIC ACT NO. 10584

IMPLEMENTING RULES AND REGULATION FOR AN ACT CONVERTING THE KALINGA-APAYAO STATE COLLEGE IN THE CITY OF TABUK, PROVINCE OF KALINGA INTO A STATE UNIVERSITY TO BE KNOWN AS THE KALINGA STATE UNIVERSITY AND APPROPRIATING FUNDS THEREFOR

Kalinga State University was established and mandated primarily to provide advanced education, higher technological, professional instruction and training in the fields of arts, agriculture, forestry, social and natural sciences, and technology, and other relevant fields of study. It shall also promote and undertake research and extension services and provide progressive leadership in its area of specialization.

The University shall offer undergraduate and graduate courses in the fields of arts, agriculture, forestry, teacher education, engineering, information technology, business management and accountancy, tourism and hospitality management, allied health services, criminology and other degrees within its areas of specialization and according to its capabilities as the Board of Regents may deem necessary to carry out its objectives and in order to meet the needs of the Province of Kalinga and the Cordillera Administrative Region.

The University may operate a reasonably-sized laboratory school under its College of Education.

REPUBLIC ACT NO. 7722

AN ACT CREATING THE COMMISSION ON HIGHER EDUCATION (CHED), APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

This act is known as the Higher Education Act of 1994, through this act, the state shall protect and promote the rights of all citizens to affordable quality education at all levels and shall take appropriate steps to ensure that education is accessible to all.

The Commission on Higher Education (CHED) referred to as the commission, shall be independent and separate from the DECS and attached to the Office of the President, Republic of the Philippines, for administrative purposes only. Its coverage shall be both public and private institutions of higher education as well as degree-granting programs in all post-secondary educational institutions, public and private.

REPUBLIC ACT 8292

AN ACT PROVIDING FOR THE UNIFORM COMPOSITION AND POWERS OF THE GOVERNING BOARDS, THE MANNER OF APPOINTMENT AND TERMS OF OFFICE OF THE PRESIDENTS OF CHARTERED STATE UNIVERSITIES AND COLLEGES.

Republic Act 8292 modifies the composition of the Governing Boards of State Universities and Colleges in order to achieve a more coordinated and integrated system of higher education, render them more effective in the formulation and implementation of policies of higher education and provide more relevant direction in their governance.

CHAPTER II

GENERAL PROVISIONS

Article I. Title, Coverage and Interpretation.

Section 1. Title. This university code shall be known as the Kalinga State University Code otherwise known as KSU Code.

Section 2. Coverage. This Code shall govern and apply only to the Kalinga State University.

Section 3. Interpretation. These principles and policies embodied in this Code shall be interpreted in favor of Kalinga State University.

Article II. Declaration of Principles and Policies.

Section 1. Nature of the University. The Kalinga State University is a state-owned Higher Educational Institution, established through republic Act 10584.

Section 2. General Mandate. The University is mandated primarily to provide advanced education, higher technological, professional instruction and training in the fields of arts, agriculture, forestry, social and natural sciences, and technology, and other relevant fields of study. It shall also promote and undertake research and extension services and provide progressive leadership in its area of specialization.

Section 3. Academic Freedom. The Kalinga State University shall enjoy academic freedom. (Section 5, Article XIV of the 1987 Constitution of the Republic of the Philippines)

Section 4. Powers. The powers and responsibilities of the Kalinga State University shall be those set forth in its charter, the Republic Act 10584. It

shall have the general powers granted under the Corporation Code of the Philippines and such other powers as may be further provided for by the law.

Section 5. Vision. A Knowledge and Technology Hub in Asia-Pacific Region.

Section 6. Mission. Kalinga State University shall primarily provide advanced technological education, professional instruction & training in the arts, agriculture, forestry, social & natural sciences, and other relevant fields of study. It shall also promote and undertake research and extension services, and provide progressive leadership in its areas of specialization.

Section 7. The KSU Goals

7.1 QUALITY AND EXCELLENCE

7.1.1. Instruction

- State-of-the-art instructional facilities and equipment
- Excellent and highly-competent faculty specialists in respective disciplines
- Center of Development (COD) and Center of Excellence (COE) in priority degree programs
- Outcomes-Based Education (OBE) anchored on Philippine Higher Education Road Map and compliant to ISO standards and requirements
- High profile of graduate's performance in board/licensure examination and job placement
- Level IV accredited status of priority/mandated curricular programs

7.1.1. Research

- KSU as a prime center for research and development services of CAR
- Technology and enterprise development – oriented research program anchored in National Higher Education Research Agenda (NHERA)
- Center of research in upland agriculture
- Complete and state-of-the-art research laboratory

7.1.2. Extension

- Enterprise development-oriented Extension Advisory Services (EAS)
- Strong Linkages and funding support from local, regional, national and international partners

7.1.3.Administration

- Practice good governance
- Establishment of modern infrastructure facilities

7.2. RELEVANCE AND RESPONSIVENESS

7.2.1.Instruction

- Relevant curricular programs responsive to local, national and global industry needs and job market-driven demands
- Student mobility through student internship programs (SIIP/SIAP) anchored on strong and sustained partnership and collaboration with local, national and international host training entities and universities
- Establishment of innovation centers

7.2.2.Research

- Development-oriented research programs within the context of National Higher Education Research Agenda
- State-of-the-art research facilities and equipment responsive to research challenges and demands

7.2.3.Extension

- Enterprise development-oriented Extension Advisory Services, relevant and responsive to local, regional, national and international challenges and demands

7.2.4.Administration

- Practice of transparency and accountability
- Accreditation of the university (ISA and ISO)

7.3. ACCESS AND EQUITY

7.3.1. Instruction

- Rationalized scholarship program for all three KSU satellite campuses in the province

7.3.2. Research

- KSU partnership/linkages on research projects with at least 50 local, national and international research and funding institution

7.3.3. Extension

- Increased number of beneficiaries and communities served through KSU Extension Advisory Services
- Enterprise development-oriented Extension Advisory Service consistent with KSU Vision, Mission, Values, Goals and Objectives

7.4. EFFICIENCY AND EFFECTIVENESS

7.4.1. Instruction

- Discipline specialist and development-oriented program for Faculty Development
- Complete state-of-the-art instructional facilities and equipment

7.4.2. Research

- Research capability building program
- State-of-the-art research facilities and equipment

7.4.3. Extension

- Revitalized Extension Advisory Services directed towards enterprise development expert committee Extension workers

Section 8. CORE VALUES

In order to attain its vision-mission, KSU shall adhere always to **Good Governance** in all its endeavors; treat all its clientele and employees with **Kindness And Compassion**; promote **Strong Sense of Service Orientedness and Commitment**; and foster **Unity and Love for Nature and Humanity**.

SECTION 9. OBJECTIVES

Key Result Area: INSTRUCTION

1. Eighty-five percent (85%) of a state-of-the-art instructional facilities and equipment are established.
2. Ninety-eight percent (98%) of capabilities and academic qualifications of all faculty members are vertical to their respective degree and specialization.
3. One Center of Development (COD) and one Center of Excellence (COE) are established in priority degree programs
4. One hundred percent (100%) of program offerings are Outcomes-Based Education (OBE) anchored on Philippine Higher Education Road Map and compliant to ISO standards and requirements,
5. Students' performance in Licensure/Board Examination surpass national passing rate by eighty percent (80%)
6. Offering of additional five (5) Relevant Curricular Programs that are responsive to local, regional, national and global Industry needs and Job Market-Driven Demands

7. Ninety percent (90%) priority degree programs are relevant and responsive development-oriented, and are accredited to Level IV and compliant to international standards.
8. Programs offering of Open and Distance Learning and Transnational Education increase to six (6) courses.
9. One hundred percent (100%) of graduating students are equipped with global competitiveness.
10. Five thousand students participate in student mobility through Student Internship Program anchored on strong and sustained partnership and collaboration with local, national and international host training entities and universities.
11. Six (6) scholarship/grant programs for all three KSU satellite campuses are rationalized.
12. Two (2) innovation centers are established.

Key Result Area: RESEARCH

1. The number of faculty researchers trained under a rational Research Capability Building Program is increased by ninety-five percent (95%).
2. Research and Development Program is technology and enterprise development-oriented and one hundred percent (100%) aligned and consistent with the National Higher Education Research (NHERA) and the provincial and regional Medium Term Development Plan.
3. Physical resources and infrastructure for research are improved by ninety-eight percent (98%) towards compliance to state-of-the-art research laboratory.
4. Four (4) additional research centers are established.
5. Linkages and partnerships with research institutions and funding agencies are expanded by ninety-eight percent (98%).
6. Policy researches on environment promoting quality performance are improved by ninety-eight percent (98%).
7. Dissemination of research outputs for technology transfer and commercialization of products from research is enhanced by ninety-eight percent (98%).

Key Result Area: EXTENSION

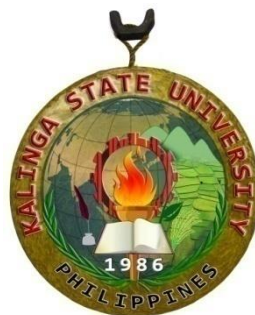
1. Eighty percent (80%) of extension advisory services are revitalized towards enterprise development-oriented and are relevant and responsive to local, regional, national and international challenges and demands.
2. Ninety-percent (90%) of its Linkages and funding support from local, regional, national and international partners are strengthened.
3. The number of the pool of qualified, trained, dedicated and competent faculty extensionists capable in implementing KSUs Extension Advisory Services towards building enterprising and self-reliant communities increased by ninety-eight percent (98%).
4. The number of beneficiaries and communities served through various extension advisory services increased by ninety percent (90%).
5. Personnel and physical resources towards the end view of increasing KSU's Extension Advisory Services Capabilities are increased by ninety-eight percent (98%).
6. Capability of KSU's Extension unit in assessing needed data for its operations through interconnectivity with primary data sources and innovating and creating delivery approaches and strategies is enhanced by ninety-eight percent (98%).

Key Result Area: ADMINISTRATION

1. The practice of good governance in all offices of the university, such as: Transparency and accountability, equal treatment of clientele, implementation of FOI, adoption of quick response policy is enhanced by one hundred percent (100%).
2. Kalinga State University is one hundred percent (100%) ISO and ISA accredited
3. Kalinga State University facilities are improved by ninety percent (90%).
4. Seven (7) new academic building and other facilities are constructed.
5. Academic and administrative facilities are modernized by ninety percent (90%).
6. The resource generation/income of the university is improved by ninety percent (90%).

Article III. University Seal, Colors and Hymn.

Section 1. University Seal and Color.



The Kalinga gong signifies peace and unity. People use gongs during special occasions such as peace pact (bodong), festivities, wedding, thanksgiving, and celebrations of achievements. The university adopted the gong as the embodiment of the seal to signify the deep love and commitment of the university to its rich culture as it continuously seek to educate the youth. It also symbolizes that education plays an important role in the achievement of peace in the province. The text printed around the gong is the name of the Institution- **Kalinga State University** and the name of our country **PHILIPPINES** to signify the location of **KSU**, giving credit to its vision of becoming a knowledge and technology hub in the Asia-Pacific region.

The globe indicates the University's thrust as being relevant and responsive to global changes and demands. Additionally, it also signifies that KSU is geared towards the global perspective of educating learners without boundaries. The three mountains symbolize the first three mandates of the university: instruction, research, and extension. The laurel symbolizes the achievement of the university in transforming the youth into a life-long learning. The open book with a pen and ink signifies this academic institution which primarily provides advanced education, professional instruction, and training in the Arts, Agriculture, Forestry, Social and Natural Sciences, Technology and Education and other relevant fields of study. The torch serves as a guiding light for the learners, educators, researchers, and community and other agency in the advancement of instruction, research, extension and

production. The rice field and panicle of rice symbolize its engagement in advanced research and production which is its fourth mandate. The seedling is the symbol that the university is dedicated and committed to holistically educating young learners by equipping them with appropriate skills, values, and attitudes as they become assets to the society. The year, 1986 signifies the creation of the Kalinga-Apayao State College under Presidential Decree 2017 from which KSU came from.

COLOR SCHEME

The color scheme of the seal of Kalinga State University comprises gold, red, green, blue, yellow, black and white.

- **Gold** symbolizes that the university treasures education. The university is committed and dedicated to its vision and mission.
- **Red** is a color that evokes good relationships and restraint. The letterings of **KALINGA STATE UNIVERSITY** around the seal are colored red to symbolize that KSU always maintain itself as a client-friendly institution but keeps restraint to sustain public accountabilities as a public educational institution, preserves public trust and adheres to its commitments to public service.
- **Green** is the color of life, growth, and intelligence. The university commits itself to always have a pro-active stand to preserve nature and to guarantee life and growth for people in the generations to come. This also signifies the mandate of KSU in agriculture and forestry education.
- **Blue** is a color of confidence and security, justice, and peace. This color is used for the blue bodies of water of the globe in the seal to symbolize the Institution's role as an educational entity that sustains its integrity to ensure that every client enjoys confidence, security, justice and peace within its portals.
- **Yellow** color in the seal represents humility and love, hence as an entity of educational enterprise, KSU anchors its achievements and triumphs on the virtues of love for God, country, and people, excellence, and pride but with humility.
- **Black and White** signifies our resilience to challenges as we work together to become a better and stronger university in the Asia-Pacific Region.

The university seal is a simple manifestation of KSU's identity and character as a unified, pro-active and development-oriented higher educational institution not only in the Province of Kalinga but as far as the Asia-Pacific Region (KSU Board of Regents Resolution No. 1258, s. 2016).

CHAPTER III
THE GOVERNANCE OF THE KALINGA STATE UNIVERSITY

Article I. The Board of Regents.

The government of the Kalinga State University shall be vested in its Board of Regents, the highest policy-making body of the University whose composition, functions and terms of office are defined in the Republic Act 10584 and in the RA 8292.

Section 1. Composition. The Governing Board of Kalinga State University shall be the following:

1. The Chairman of CHED as Chairman;
2. The President of chartered SUC as Vice-Chairman;
3. The Chairman of the Committee on Education of the Senate, Congress of the Philippines as members;
4. The Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines, as member;
5. The Regional Director of NEDA as member;
6. The Regional Director of DOST as member;
7. The President of the Federation of Faculty Association of the State University as member;
8. The President of the Central Student Government of the State University as member;
9. The President of the Federation of Alumni Association as member;
10. Two (2) prominent citizens representing the private sector who have distinguished themselves in their professions or fields of specialization of the university, as members;

Section 2. Term of Office. The terms of office of the Presidents of Faculty Federation, the Central Student Government and the Alumni Federation shall be in accordance with their terms of office in such capacities in their respective Constitution and By-Laws. The Two (2) private sector representatives shall serve for a term of Two (2) years each. They may be re-appointed for another term only.

Section 3. Meetings and Quorum. The Governing Board of Kalinga State University may hold either regular meetings or special sessions.

Section 3.1. Regular Meetings. The GBs must regularly convene at least once every quarter.

Section 3.2. Frequency, Date and Venue of Regular and Special Meetings. The Board shall regularly convene once every three (3) months.

Whenever necessary, the Chairperson of the Board may call, upon three (3) days' prior written notice, a maximum of two (2) special meetings within the same period. The date and venue of regular and special meetings of the GBs shall be determined by the GB and shall be granted the authorized allowance.

Section 3.3. Responsibility of the University President. The University President shall be responsible for making the necessary preparations to ensure the smooth holding of its GB's regular meetings or special sessions.

Section 3.4. Special Sessions. Special sessions of the GBs 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.

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

Section 3.5. Quorum. A majority of all the members of the GBs holding office at the time of its regular meeting or special session shall constitute a quorum for the said regular meeting or special session.

No regular meetings or special sessions of the GBs, 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 KSU who is the Vice-Chairman thereof.

Section 3.6. Presiding Officer. The CHED Chairman or the CHED Commissioner as duly designated Chair in his capacity as Chairman of the GBs of KSU shall preside over the regular meetings or special sessions thereof, except as hereinafter provided for.

In the absence of the CHED Chairman or the CHED Commissioner as Regular Chair of BOR, the University President, who is the Vice-Chairman of its GB, shall preside, except as hereinafter provided for.

Section 3.7. Representative of CHED Chairman- In case the CHED Chairman is unable to attend any regular meeting or special session of the GB, he may designate in writing one of the CHED Commissioners to represent him in the said regular meeting or special session.

The CHED Commissioner so designated shall preside over the regular meeting or special session of the GB and shall have all the rights and responsibilities thereof.

Section 3.8. Designation of Chair by CHED Chairman. The CHED Chairman who is the Chairman of the GB of all chartered SUCs may

designate in writing a CHED Commissioner to act as the regular Chair of the GB of KSU and/or in any of its regular meetings or special sessions in which case the CHED Commissioner so designated shall act as the presiding officer.

No Compensation for the Chairman, Vice-Chairman and Members of GBs. - The Chairman, Vice-Chairman and Members of the GB of KSU 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.

Section 4. The Board Secretary. The State University Secretary shall be appointed by the Board of Regents upon recommendation of the University President to be the Secretary of the Board. He shall keep records of the State University and such other documents as maybe directed by the Board of Regents.

Section 5. Powers and Duties. The Governing Boards (GBs) of Kalinga State University shall have the following powers and duties, in addition to its general powers of administration and the exercise of all the powers granted to the Board of Directors of a Corporation under Section 36 of Batas Pambansa Bldg 68, otherwise known as the Corporation Code of the Philippines, thus:

- a) To promulgate rules and implement policies in accordance with the declared State policies and the provisions of the Philippine Constitution on education, agriculture, science and technology, as well as the policies, standards, and thrusts of the CHED under Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994";
- b) To promulgate rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university;
- c) To receive and appropriate all sums as may be provided for the support of the university in the manner it may determine in its discretion, in order to carry out the purposes and functions of the university;
- d) To import economic, technical and cultural books and/or publications, equipment, apparatus and computer systems;
- e) To receive in trust legacies, gifts and donations of the 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;

- f) To fix the tuition fees and other necessary school charges such as, but not limited to, matriculation fees, graduation fees and laboratory fees, as the Board 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 interest that shall accrue there from shall form part of the same fund for the use of the university; provided, that income derived from the university hospitals shall be exclusively earmarked for the operations of the hospitals.

Any income generated by the university from tuition 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 its GB 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 they 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, its 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;

- g) To adopt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- h) To authorize the construction or repair of its buildings, machinery, equipment and other facilities and the purchase and acquisition of real property, including necessary supplies, materials and equipment;
- i) To appoint upon the recommendation of the President of the university, Vice-President(s), Campus Administrators, Deans, Directors, Heads of departments, faculty members and other officials and employees;
- j) To fix and adjust salaries of the 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 remove them for cause in accordance with the requirements of due process of law;

- k) To approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- l) To set policies on admission and graduation of students;
- m) To award honorary degrees upon persons in recognition of their outstanding contribution 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 of non degree and nontraditional courses;
- n) To establish and absorb non-chartered tertiary institutions within the province of Kalinga as branches and centers in coordination with the CHED, and in consultation with the Department of Budget and Management, and to offer therein needed programs or courses in order to promote and carry out equal access to educational opportunities as mandated by the Constitution;
- o) To establish research and extension centers of the university where such will promote the development of the latter;
- p) To establish professorial chairs in the university and to provide fellowships for qualified faculty members, and scholarships to deserving students;
- q) To delegate any of its powers and duties provided for hereinabove 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;
- r) To authorize an external management audit of the university, and to be financed by the CHED, subject to the rules and regulations of the Commission on Audit (COA); and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- s) To collaborate with other governing boards of the state colleges and universities in the Cordillera Administrative Region, under the supervision of the CHED and in consultation with the DBM, and work towards the restructuring of the university to become more efficient, relevant, productive and competitive;

- t) 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 shall be used for the development and strengthening of the university;
- u) To develop consortia and other economic forms of linkages with local government units (LGUs), institutions and agencies, both public and private, local and foreign, in the furtherance of the purposes and objectives of the university;
- v) To develop academic arrangements for institutional capability building with appropriate institutions and agencies, public or private, local or foreign, and to appoint experts/specialists as consultants, part-time or visiting or exchange professors, scholars or researchers as the case may be;
- w) To set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual learning system, open or distance education and community laboratory for the promotion of greater access to education;
- x) To establish policy guidelines and procedures for participative decision-making and transparency within the university;
- y) To privatize, where most advantageous to the university, the management of nonacademic services such as health, food , building or grounds or property maintenance, and such other similar activities;
- z) 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 the Board as outstanding based on the guidelines, qualifications and/or standards set by the Board, after unanimous recommendation by the Search Committee; and
- z.1) To promulgate policies on the granting of incentives or extra payments to deserving faculty and staff for rendering extra work beyond his regular functions.

Article II. The University Academic Council

Section 1. Composition: There shall be an Academic council composed of the University President as chairman, and all members of the Instructional staff with the rank of not lower than Assistant professor as members.

Section 2. Powers and Duties. The Academic Council has the following powers:

1. Review and recommend curricular offerings and rules of discipline of the University subject for appropriate action of the Board of Regents;
2. Review academic standards, procedures, policies, rules, and regulations and indorse to the University President for an appropriate action;
3. Fix the requirements for the admission of students as well as for graduation and the conferment of degrees subject to review and/ or approval of the BOR through the President of the University.

Section 3. Meetings

1. The Academic council shall meet twice a semester, preferably at the beginning and end of each term. However, the chairman may call for special meetings as may deem necessary.
2. Each member of the academic council shall attend all meetings of the council. A simple majority of the academic council members shall constitute a quorum.
3. In the absence of the Chairman/University President, the VP-ASD will take over the meeting.
4. A special meeting may be called for by the Chairman/University President.

Section 4. Attendance and Quorum

1. Every member of the Academic Council shall be required to attend all meetings of the Council.
2. A simple majority of the Academic Council Members shall constitute a quorum.

Article III. The University Administrative Council

Section 1. Composition

1. There shall be an Administrative Council of the State University composed of the following:
 - a. The University President as Chairman
 - b. The Vice Presidents as Members
 - c. The Campus Administrators as Members
 - d. The Directors as Members
 - e. The Deans as Members
 - f. Other Officials of Equal Rank as Members
2. The Board and/or University Secretary shall be the Secretary of the Administrative and Academic Councils.

Section 2. Powers and Duties

1. The Administrative Council shall have the following powers and duties;
 - a. Review and recommend to the Board of Regents policies governing the administration, management and development planning of the State University for appropriate action; and
 - b. Act as an advisory body to the University President on general policies.
2. It shall be the duty of the Council Secretary to issue notices and agenda of meetings;
3. Keep the minutes of the proceedings and make it available to members of the Administrative Council.

Section 3. Presiding Officer

1. The Chairman/University President shall be the Presiding Officer of the Administrative Council.
2. In the absence of the Chairman/University President, the VP for Administration and Finance shall act as the Presiding Officer.

Section 4. Meetings

1. The Administrative Council shall have four (4) regular meetings a year, distributed for each quarter, and upon the call of the Chairman or in his absence, his duly designated

representative, or upon the request of a simple majority of members thereof.

2. Special meetings may be called for by the Chairman.

Section 5. Attendance and Quorum

1. Every member of the Administrative Council shall be required to attend all meetings of the Administrative Council.
2. A simple majority of the Administrative Council Members shall constitute a quorum.
3. A majority of the members in attendance shall render the decision of the Council.

CHAPTER IV

OFFICERS OF THE ADMINISTRATION

Article I. The University Officers.

Section 1. University Officers. The officers of the administration of the University shall be the President, the Vice President for Academics and Student Development, the Vice President for Administration and Finance, the Vice President for Research, Development, Extension and Training and other vice presidents deemed necessary upon approval of the BOR, and the Campus Administrators. They shall be appointed by the Board of Regents upon recommendation of the University President.

Section 2. Leadership in the University. Leadership in the Kalinga State University is vested in the president, who shall be the Chief Executive Officer of the University, Ex-Officio Chairman of both the Administrative and Academic Councils who shall whenever present, preside over its meetings.

Section 3. The President is the Chief Executive Officer of the State University whose powers, duties, term of Office and manner of appointment are defined in RA 10584 and also cited in R.A. 8292.

Section 4. There are three (3) Vice - Presidents of the Kalinga State University, However, other Vice - Presidents may be created and designated as approved by the Board of Regents whenever necessary. The Vice - Presidents report directly to the President.

Section 5. There are three (3) Campus Administrators who will look into the administrative, instruction, research, extension and production operations of the three campuses, namely: Bulanao Campus (Main Campus), Dagupan Campus and Rizal Campus and other campuses that may be created.

Section 6. The key University Officials, starting from the President, Vice - Presidents, Campus Administrators, Directors and College Deans function as a team, exercising complete and close coordination between and among their co - equal offices.

Section 7. Authority is vested in the President, and is delegated to other university officials to achieve efficient, economical and effective delivery of service.

Section 8. The Academic units of the State University are called Colleges and are headed by Deans, all other offices provide support services to these units.

Section 9. The College Deans report to the Campus Administrators and have coordinative functions towards the Directors and the Vice - Presidents for the implementation of academic policies and programs.

Section 10. The Departments in Academic units are headed by Chairmen. The Program Chairman reports directly to the Dean concerned.

Section 11. All administrative departments and offices provide support services to the academic units.

Section 12. There is a clear delineation of authority and responsibility between and among the different offices and a strict observance of the chain of command in accordance with the organizational structure of the State University.

Article II. Office of the University President.

Section 1. The University President. The administration of the Kalinga State University shall be vested in the University president who shall render full time service. The President shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee. The President is the Chief Executive Officer of the State University whose powers, duties, term of Office and manner of appointment are defined in RA 10584 and also cited in R.A. 8292.

Section 2. Discretionary Powers. The president shall exercise discretionary powers within the bounds of law.

Section 3. Powers, functions and responsibilities of the President:

General Powers:

- a. Implementation of Policies. The University President shall implement the general policies approved by the Board of Regents.

- b. Authority to recommend and appoint. The University President shall have the authority to recommend qualified persons to fill new vacancies or new positions. He shall have the authority to appoint under the terms and conditions that shall be granted by the Board of Regents which shall also be subject to their confirmation.
- c. Maintenance of Excellence and Discipline. The University President shall be responsible and accountable for the maintenance of academic excellence and enforcement of discipline in the University.
- d. Power to Review. The University President shall have the power to disapprove or modify any action of any unit, faculty or administrative entity, if he deems that the interest of the University is prejudiced, such decision shall be immediately communicated to the unit, faculty or administrative personnel concerned stating the reason of his action. He shall then inform the Board of his action in writing.
- e. Power to delegate. The University President may delegate his functions to any office or officers, subject to the rules and guidelines prescribed by the Board of Regents.
- f. Ceremonial Functions. The University President shall preside during commencement exercises and other University functions, and confer degrees, honors and awards granted by the Board of Regents. He shall sign all diplomas and certificates issued by the University.
- g. Authority to Withdraw Privilege. Should any person or anybody be granted permission to engage in any work or activity within any campus or unit of the University, but such person or body uses the privilege to stir disloyalty to the university, or to the Government of the Philippines, or to discourage students from attending classes in the University, or to create disturbances or dissension among faculty, the president shall have the authority to cancel such privileges and thereafter prohibit the stay of such person or body in the campus. The president shall thereafter inform the Board of Regents of his action.
- h. Supervision over Financial Operations. The University

President shall have general supervision over the business and financial operations of the University.

- i. Authority to Sign Contracts. The University President shall sign on behalf of the University all deeds, contracts and other instruments required in the proper conduct of business of the University; subject to the authority granted upon him by the Board of Regents.
- j. Link between Faculty, Employees, Students and the Board of Regents. The University President shall serve as the medium of communication between the students, the teaching force and administrative employees on one hand and the Board of Visitors and the Board of Regents on the other hand.
- k. Designation of Officer In-charge of the University. The University President shall designate a management team in his absence for brief periods of time; to serve as Officers-in-Charge, preferably from the ranks of the Vice Presidents and the Campus Administrators. The Officer in-Charge shall be responsible for the management of the University subject to the President's instruction and to the policies of the Board of Regents.
- l. Submission of Annual Report. The University President
- m. shall prepare and submit an Annual Report to the Board of Regents and other legally mandated agencies and offices. He shall also seek the approval of the Board on the Annual budget of the University including the Proposed Receipts and Expenditures of the University.

Specific Powers:

He shall be the chairman of the Academic and Administrative Councils and the Ex-Officio Chairman of other councils of the University;

- a. He shall have, upon authority of the Board, general administration and supervision of all business, financial and academic operations of the University;
- b. He shall carry out the general policies laid down by the

Board of Regents, and shall have the power to act within said policies. He shall undertake, direct and assign the details of an Executive action;

- c. He shall have the power and duty to determine and prepare the agenda of all meetings of the Board of Regents, Administrative Council and University Council. Any member of the Board and Councils, however, is entitled to have any pertinent matter included which shall be signed by him;
- d. He shall preside at commencement and other public exercises of the University, and confer such degrees and honors as granted by the Board of Regents. All diplomas and certificates issued by the University shall be signed by him.
- e. He shall exercise the powers and functions delegated to him or as authorized by the Board of Regents;
- f. He shall have the authority to grant service credits and to change the leave status of any member of the academic staff from teacher's leave to vacation - sick leave or vice-versa in the interest of the service subject to policies approved by the Board of Regents and Civil Service laws and regulations;
- g) He shall be responsible with all members of the academic and non-academic staff in the full discharge of their functions; and if the exigency of the service demands, he shall, after consultation with the officer concerned in proper case, initiate the necessary proceedings and appropriate actions;
- h) He shall submit to the Board of Regents, annual report, on work of the preceding year and the needs of the University for the next year on or before the last day of January of each year;
- i. He shall present to the Board of Regents, proposed annual program plan and budget of the State University for approval;
- j. He shall have the right to modify or disapprove any action or resolution of any official in the university, if in his judgment, the interest of the University so requires. Should such power be exercised, he shall communicate his decision in writing to the Body concerned, stating therein the reasons for his action,

thereafter, he shall inform the Board of Regents accordingly which body may subsequently take any action deemed appropriate;

- k. The University President shall have the authority to receive all processes in favor of the University;
- l. He shall have the authority to request any secondary or elementary school in the region or any part of the country as a training or laboratory school of the University in consultation with the school administration concerned;
- m. He shall have, with authority of the Board, the authority to request for loans or transfer of personnel, apparatus, equipment or supplies from any bureau or office of the National Government as may be needed by the University;
- n. With proper authority from the Board of Regents, he shall sign and execute in behalf of the University all contracts, deeds and other instruments necessary for the proper administration and supervision of the University. However, in regular recurring undertakings and transactions where his action is virtually ministerial, conditions and terms thereof having been fixed in the University's existing regulations, and general laws, he may direct through written instruction, that approval in specified cases be made in his behalf by officers of administration or heads of units, subject to such safeguards as he may impose, without prejudice to his power of revocation; The President may invite, from time to time, scholars of eminence and other persons who have achieved distinction in some learned profession or career, to deliver a lecture or a series thereof, and payment for such services to be taken from miscellaneous funds at rates in accordance with existing rules and regulations of the State University;
- o. He shall have the authority to grant, deny or extend the fellowship/ training grants of any members of the faculty and staff as specified in the contract;
- p. He shall, with authority of the Board, have the authority to accept the resignation, retirement and leaves of absence with or without pay of members of faculty and non-teaching staff;

- q. He shall have, with authority of the Board, power to recommend for appointment of faculty members and non-teaching staff from one unit of the university to another unit due to the exigency of the service;
- r. He shall authorize the transfer of faculty members and non-teaching staff from one unit of the University to another unit due to the exigency of the service;
- s. He shall appoint qualified members of the faculty as fellows of the University; either full or partial to enable them to pursue graduate studies in the country or abroad. As such, he shall fix the financial assistance to any fellow in accordance with existing regulations, he shall issue adequate safeguards for the operations of student organizations and other student activities;
- t. He shall have the authority to renew appointment of personnel for not more than one year if the budget permits and the services are necessary, to make ad-interim appointments when the need of the service so requires;
- u. He shall have the right to approve or disapprove the application for retirement of members of the faculty and staff and to provide funds for its purpose;
- v. He shall approve promulgated rules as deemed necessary for the safekeeping and proper disbursement of student funds of all student organizations officially recognized by the University;
- w. He shall generate funds and grant-in-aid in support of research and development projects aside from annual budgetary allocations of the University; and
- x. He shall have the power to recommend to the Board of Regents merit increases and promotions to deserving members of the faculty and staff.

Other Powers.

The University President shall have such other powers and duties as are provided elsewhere in this Code, or in the Charter of the University, and other pertinent laws, or those that may be specifically authorized or delegated by the Board of Regents, and those usually pertaining to the Office of the President of a University.

Section 4. Term of Office. The University President shall have a term of four years and shall be eligible for re-appointment for another term

Section 5. Succession. In case of vacancy by reason of death, transfer, resignation, removal for cause or incapacity of the incumbent President to perform the functions of his/ her office, the Board of Regents, shall within fifteen (15) days from the occurrence of such vacancy, designate an Officer-in-charge in the Office of the President pending the appointment of a new president (Sec. 6, RA 8292). In case of vacancy in the Office of the President as mentioned in the immediately preceding paragraph, his/ her successor shall hold office for the unexpired term only.

Under the Office of the President are the following staff offices:

1. Secretary of the University
2. Executive Assistant to the President
3. University Legal Affairs Officer
4. Office of the Quality Assurance
5. MIS Unit/ ICT
6. University Information Office
7. Planning and Infrastructure Office
8. PSB/ FSB/ FTDC/ PTDC/ Grievance Committee
9. Internal Control Unit/ Management Audit

Section 6. Supporting the University President are the Academic Council, Administrative Council, Research Council, Extension Council and IGP Board of Management.

Article III. Office under the Office of the University President.

Section 1. The University and Board Secretary. The Board of Regents shall appoint a University Secretary upon recommendation of the University President subject to the qualification standards set by the State University in conformity with the Civil Service Commission who shall serve as such for both the Board of Regents and the University. (Sec. 7, RA 8292, Sec. 11, RA 10584)

Section 1.1. Functions. The functions of the University and Board Secretary shall be:

- a) Prepare the agenda for all regular and special meetings of the Board of Regents, deliver the agenda to the Chairman and members, at least two (2) weeks before each scheduled meeting;
- b) Transcribe the minutes of each meeting and have the transcribed minutes attested by the Chairman/ Presiding Officer;
- c) Prepare and issue excerpts of minutes and/or certification on certain policies promulgated by the Board of Regents;

- d) Keep custody of all record of policies/actions approved by the Board of Regents;
- e) Act as secretary to the Administrative Council, Academic Council, and to other bodies that may be formed or created by the University;
- f) Consolidate the proposed agenda and issue notices of meetings of formed or created councils or bodies, and take down minutes of proceedings thereof;
- g) Keep custody of classified records; issue excerpts of or certification of action upon the requested of authorized employees or officials; and,
- h) Perform other functions that may be directed by the University president.

Section 2. University Legal Affairs Officer. The University Legal Affairs Officer shall be a graduate of Bachelor of Laws (LLB) and a member of the Integrated Bar of the Philippines;

Section 2.1. Functions. Attend the legal needs of the University especially in the areas of legal representation, legal advice and counseling, contracts, deeds and conveyances, notary, administrative investigation and similar concerns.

Section 3. Management Information System Office. The State University Management Information System (MIS) Division shall be headed by a Division Head with plantilla/ itemized position, with appropriate Masters degree, or relevant trainings and other qualifications deemed appropriate and shall serve a term of two (2) years without prejudice to re-designation based on very satisfactory performance.

Section 3.1. Functions. The following are the functions of the MIS Office:

- a. The MIS Head should manage the academic, research and development, extension and training, and resource generation data of the State University;
- b. Coordinate the operation of the information technology of the State University;
- c. Assist in the preparation, generation, and production of information related to academic, research and development, extension and training;
- d. Develops an ICT based information/data generation and data management scheme for the State University;
- e. Conceptualizes/develops strategic information/data processing and management action plan;
- f. Act as an internal area co-chair for faculty sector during accreditation activities; and

- g. Perform other functions as may be designated by higher authorities.

Section 4. Executive Assistant to the President. There shall be an Executive Assistant to the Office of the President to assist the President in the daily routine activities and manage the Office of the President during his absence.

Section 5. **The Office for Planning and Infrastructure**

- a. The Office for **Planning and Infrastructure** shall be headed by a Director with at least an appropriate Master degree, at least five (5) years college teaching, an **Assistant Professor** with managerial and supervisory experience, **once an Institute/campus Dean/Program Chairman/HS Principal**, and other qualifications deemed appropriate and shall serve a term of one (1) year with one (1) renewal upon evaluation of a very satisfactory performance.
- b. The functions, duties and responsibilities of the **Director for Planning and Infrastructure** are:
 - 1. Assist the President in the planning, implementation, monitoring and evaluation of the State University academic plans and campus development;
 - 2. Coordinate with the VPAF and VPASD on the formulation and packaging of academic physical plans, strategic and investment plans and proposals;
 - 3. Monitor and evaluate the implementation of development plans, programs and projects of the State University;
 - 4. Exercise general supervision over infrastructure unit in identifying, defining and maintaining the boundaries and other technical aspects of the landholdings of the State University;
 - 5. Implement Executive orders, Letter of Instructions, Proclamations from higher authorities which are pertinent to the landholdings of the State University;
 - 6. Facilitate the acquisition of permits, clearances and other pertinent requirements from appropriate agencies with respect to the implementation of projects.
 - 7. Conduct regular ocular inspection and inventory of needs and developments of satellite campuses, landholdings, experimental sites, production sites, demonstration sites, etc. of the State University;

8. Initiate measures on the protection of watershed resources within the State University landholdings in coordination with appropriate units of the State University;
9. Act as an internal area chair for Physical Plant during accreditation activity; and
10. Perfect the land ownership of the state university on any landholdings
11. Perform other functions as may be designated by higher authorities.

c. Under the Office of the Director for Planning and Infrastructure are:

Section 5.1. The Office of the Infrastructure Head

1. The Office for the **Infrastructure unit** shall be headed by a **Section Head with plantilla/itemized position**, must **have an appropriate Master's degree, have an active PRC Licensed as Civil Engineer, Material Science Engineer or Architect**, at least five (5) years relevant experience and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;
2. The functions of the **Infrastructure unit** shall:
 - a. Supervise and monitor all the construction and physical development projects of the State University;
 - b. Responsible in the maintenance and repair of all buildings and facilities of the State University;
 - c. Participate in the formulation of strategic plans relative to physical plant and campus development;
 - d. Prepare plans, technical specifications and estimates of new construction and rehabilitation, renovation and improvements of physical facilities in the State University;
 - e. Manage the landscaping and housing facilities of the State University;

- f. Monitor and evaluate the utilization of physical plant facilities and submit annual inventories to higher authorities;
- g. Formulate, recommend and implement housing policies upon approval of appropriate authorities;
- h. Coordinate housing related projects of the State University;
- i. Act as internal chair for physical plant during accreditation; and
- j. Perform other functions/duties and responsibilities as may be designated by higher authorities.

Section 6. Office for Quality Assurance

- a. The Office for Quality Assurance shall be headed by a Director with at least relevant/appropriate Master degree, trained and experienced program accreditor/NBC accreditor, and other qualification deemed relevant and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance;
- b. The offices under his supervision are the following:
 - 1. Accreditation Committee
 - 2. Institutional Sustainability Assessment
 - 3. ISO
- c. Functions, Duties and Responsibilities
 - 1. Recommend and supervise the designations of the institutional Chairman and members for the internal accreditors;
 - 2. Train faculty members to become internal accreditors;
 - 3. Evaluate the readiness of program or courses subject for accreditation activities in coordination with the College Deans and University President;
 - 4. Provide logistics in coordination with the University President to the programs subject for accreditation activities;
 - 5. Submit plans, annual reports and other pertinent records as may be required by higher authorities.

6. Devise plans, programs and policies regarding quality assurance evaluation activities in consonance with national, local and institutional standards;
7. Act as the over-all Chairman during accreditation; and
8. Perform other functions as may be designated by higher authorities.

CHAPTER V

OTHER OFFICERS OF THE UNIVERSITY

Section 1. The Vice Presidents. The Board of regents upon the recommendation of the University President shall appoint a Vice president for Academics and Students Development, Vice President for Administration and Finance, Vice President for Research Development, Extension and Training and other Vice Presidents deemed necessary for the operation of the university.

Section 2. The Vice President for Academics and Student Development. There shall be a Vice President for Academics and Student Development to be appointed by the Board of Regents upon the recommendation of the University President, in consultation with the Academic Council. He shall be directly responsible to the President for implementing the academic policies, projects and programs of the University and for the monitoring, administration and supervision of the Instructional, Student Services and Scholarships, Transnational Education and International Linkages, Socio-Cultural and Sports, Library Services, University Registrar, Registrar and related Academic activities of the University. He shall preside the Academic Council in the absence of the President.

Section 3. The Vice President for Administration and Finance. There shall be a Vice President for Administration and Finance to be appointed by the Board of Regents upon the recommendation of the University President, in consultation with the Administrative Council. He shall be directly responsible to the President for implementing the administrative policies, projects and programs of the University and for the monitoring, administration and supervision of the administrative and finance divisions to ensure their support function to the academic programs and activities of the University. He shall have direct administrative control over the Administrative Services, Financial Services, and Income Generating Projects of the University. He shall preside the Administrative Council in the absence of the President.

Section 4. The Vice President for Research, Development, Extension and Training. There shall be a Vice President for Research Development, Extension and Training to be appointed by the Board of Regents upon the recommendation of the University President, in consultation with the Research and Extension Councils. He shall be directly responsible to the President for

the innovations and development of the research, extension and gender and development projects and programs of the University.

Section 5. Other Vice Presidents. There shall be other Vice Presidents to be appointed by the Board of Regents upon the recommendation of the University President, in consultation with the Administrative Council when deemed necessary for the efficient and effective operation of the University and when the University qualifies to have other Vice Presidents based on existing laws or policies of the government.

Section 6. The Campus Administrators. There shall be Campus Administrators to be appointed by the Board of Regents upon the recommendation of the University President and the Search Committee. He shall be directly responsible to the University President for the administrative, instruction, research, extension and resource generation functions of the campus he is in-charge of.

CHAPTER VI

THE INDEPENDENT/AFFILIATE AGENCIES

Article I. The Commission on Audit

Section 1. The Commission on Audit (COA) shall be represented in the State University by a duly appointed Resident Auditor.

Section 2. All accounts and expenses of the University including government-funded special projects shall be audited by the Resident Auditor, and all disbursements shall be made in accordance with rules and regulations prescribed by the COA.

Section 3. All vouchers, treasury warrants, and funding checks shall be submitted for proper auditing by the Resident Auditor or by his duly authorized representative within the limits prescribed by law.

Article II. Affiliate Agencies

Section 1. The State University welcomes other agencies for collaborative endeavors mutually beneficial in the promotion of the programs of the parties concerned.

Section 2. Establishment of facilities, tie-up programs as project undertakings, and other linkage arrangements by the University with other agencies shall be executed through a Memorandum of Agreement.

Section 3. There shall be a periodic review of all existing contracts with affiliate and other agencies entered into by the University.

CHAPTER VII

ACADEMICS AND STUDENT DEVELOPMENT

Article I. The office of the Vice President for Academics and Student Development

Section 1. The **Vice President for Academics and Student Development** shall have an earned doctorate degree with a rank of an **Accredited Professor**, five (5) years **college teaching and with administrative/supervisory experience, once a Dean, Director or Campus Administrator within KSU** and other qualifications deemed appropriate and shall serve a term of two (2) years without prejudice to re-designation **based on very satisfactory performance** for another term only.

Section 2. The functions of the Office of the Vice President for Academics and Student Development (VP-ASD) are:

- a. Assist the President in the administration of academic and student development matters;
- b. Exercise general supervision for the planning, implementation, coordination, monitoring and evaluation of the academic and academic-related policies, programs, projects and services of the State University through the offices under his jurisdiction;
- c. Chair the Faculty Training & Development Committee (FTDC), Faculty Selection Board (FSB), Institutional Curriculum Review Committee of the State University; and submit timely reports to the President;
- d. Chair of the Evaluation Committee of the CCE for NBC 461; and
- e. Perform other roles, duties and responsibilities as may be directed by higher authorities.

Section 3. Under the Office of the Vice President for Academics and Student Development are the following:

- a) Office of the University Registrar
- b) Office for the Open Distance Education, Transnational Education and International Linkages
- c) Office for Student Development Services and Placement Services
- d) Office for Socio-Cultural and Sports
- e) Office for Library Services
- f) Review Center
- g) Central Laboratory
- h) Department Chairmen for Languages, Social Sciences, Math and Natural Sciences

Section 4. The University Registrar. The University Registrar shall take charge of admission, registration, assessment of fees, scholastic records, and

commencements, university publications on course catalogues, directories and announcements. The Registrar shall publish a general catalogue of courses and the subjects therein as often as changing the academic programs of the University. The Registrar shall be the only authorized official who can issue to students the Rating Cards, the Certification of grades, Scholastic Records, and Transcript of Records upon presentation of clearance from the University. The University Registrar shall have at least a Master's Degree and shall meet other qualifications set by the Civil Service Commission.

- a. The following are the functions of the registrar:
 1. Assist the Director for Student Development Services and Placement Services, in the accurate implementation of admission policies, rules, standards and procedures;
 2. Be responsible in the processing of documents for admission and registration upon approval of the College deans and principal;
 3. Be accountable in the safeguard and issuance of accurate scholastic records of students both in the graduate, undergraduate and High school students;
 4. Coordinate with the College Deans and High School Principal for reconciliation of students scholastic records;
 5. Accept and record the result of action of the validation committee on scholastic records of students subject for validation;
 6. Prepare accurately the credentials of the students and graduates and affix his signature on the Official Transcript of Records (OTR);
 7. Responsible in the planning, formulation and implementation of policies and innovations to improve the admission system and records of students.
 8. Perform other related functions that may be assigned him by higher authorities.

Section 5. **Office for the Open University, Transnational Education and International Linkages.** This office shall be headed by a director who shall be appointed by the University President. He must be a full time faculty member with at least appropriate Master's degree, at least 5 years academic teaching experience, must have been a dean/program chairman/campus administrator or other designations of equal rank; and other qualifications deem relevant, shall serve for a term of one year without prejudice to re-appointment based on very satisfactory performance for another term only.

Functions:

- a. Responsible in planning, coordinating and monitoring of relevant programs offered in the University.
- b. Spearhead in the formulation of policies and plans and implementation thereof on transnational education programs.
- c. Spearhead in the establishment of linkages with other agencies in the national and international levels.
- d. Facilitate linkages and networking for possible funding and collaborative activities of the State University in the private organizations, non-government organizations and government institutions both in the local and international agencies
- e. Participate in the preparation of Memorandum of Agreement (MOA) between KSU and the cooperating agencies, offices, schools and hospitals for signature of the concerned parties;
- f. Submit timely reports to higher offices; and
- g. Perform other duties as may be assigned by higher authorities

Section 6. Office of the Director for **Student Services and Placement Services**

- a. The Office for **Student Services and Placement** shall be headed by a Director with at least earned Master's **degree**, an **Assistant Professor, once a College/ Campus Dean or Program Chairman/ HS Principal/Student Coordinator** with at least five (5) years of teaching experience and other qualifications deemed appropriate and shall serve for a term of One (1) year with one (1) renewal only upon evaluation of a very satisfactory performance. The Director shall be designated by the University President upon consultation with the Supreme Student Council officers;
- b. The functions of the Director for Student Services and Placement Services are:
 1. Serve as a link between the University Administration and the Student Body and/ or its organization and association;
 2. Exercise over-all leadership and direction in the planning, implementation and evaluation of Student Development Programs and Services;
 3. Oversee the execution of college policies, rules and regulations with regards to their implementation on students while in campus;
 4. Plan, coordinate, implement and monitor scholarship programs of the university (internal or external)
 5. Coordinate with other function Directors and other appropriate agencies in determining and implementing activities for student development;
 6. Coordinate/prepare the orientation or seminar/training programs of student trainees in preparation for OJT deployment;

7. Synchronize with the cooperating agencies, offices, schools and hospitals for the deployment of student trainees (local, national or international);
8. Participate in the preparation of Memorandum of Agreement (MOA) between KSU and the cooperating agencies, offices, schools and hospitals for signature of the concerned parties;
9. Responsible in the deployment of student trainees in their respective assignment;
10. Monitor the activities of the trainees in their respective assignments;
11. Recommend the pull-out of student trainees who violated any provisions of the OJT policies;
12. Assist and guide the student trainees in the preparation of their narrative reports and other OJT requirements;
13. Prepare and submit accomplishment reports on the OJT programs/activities to concerned officials; and
14. Perform other duties as may be assigned by higher authorities.

c. Under the Office of the Director for student Services and Placement Services are:

Section 6.1. The NSTP Implementers

The Colleges/campus must have a NSTP Implementers who have a plantilla/itemized position with five (5) years of teaching and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

Functions:

1. The Colleges/campus NSTP Implementers; shall assist the Dean in the formulation, planning, monitoring, implementation and evaluation of NSTP related activities/programs of the Institute/campus; and
2. Perform other functions as may be directed by higher authorities.

Section 6.5. The **Student Publication Office**

The Office for Student Publication shall be headed by a coordinator with plantilla/itemized position at least five (5) years of relevant experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

Functions:

1. Coordinator shall take charge of the Official student organ of the State University;

2. The **Coordinator for Student Publication** directly accountable to his immediate supervisor and submit plans, annual reports and other pertinent records as required by higher authorities.

Section 6.3. The **Student Scholarship Office**

The Office for Scholarship Services shall be headed by a coordinator with plantilla/itemized position, at least five (5) years of teaching experience and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

- a.
- b. The coordinator for Scholarship Services shall screen applicants in accordance with the rules and regulations of the University and shall look for scholarship donors;
- c. The **Coordinator for Student scholarship** directly accountable to his immediate supervisor and submit plans, annual reports and other pertinent records as required by higher authorities.

Section 7. The **Socio-Cultural Affairs and Sports Office**

The **Office of Socio-Cultural Affairs and Sports** shall be headed by a Director who shall be a holder of at least an earned Master's degree, at least, Assistant Professor and a minimum of five (5) years of teaching experience in his field of specialization and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only;

The functions of the Director for Sports and Socio-Cultural Affairs are:

1. Prepares annual procurement program and submits the same for approval by higher authorities of the university.
2. Prepares annual investment plan/ financial plan of the sports and socio-cultural affairs of the college and recommends the same for approval by higher authorities.
3. Exercise general supervision and leadership in the planning, implementation monitoring and evaluation of sports and socio-cultural affairs of the University
4. Plan and implement all programs or projects of the State University related to athletic, sports, and other related activities;
5. Supervise the development, maintenance and upgrading of sports activities;
6. Recommend the purchase of athletic equipment, supplies and materials;

7. Coordinate with the Campus Administrator and other offices on the implementation of socio-cultural affairs and sports activities of the university; and
8. Perform other related functions that may be assigned to him by higher offices.

Section 8. Office of the Library Services

- a. The Library Service Office shall be headed by a **Director** who is a Licensed Librarian with appropriate Master's Degree, at least five (5) years of professional library experience;

The Library Services Office shall:

1. Help build capabilities and competence of college students, faculty, staff and researchers through an adequate stock of relevant and quality library collections;
2. Efficiently and effectively organize the library collections for maximum service of its clientele;
3. Prepare comprehensive literature researches and bibliographies;
4. Establish linkages with other agencies to promote better library services.
5. Consolidate and prepare plans and programs on the procurement of books and other library collections;
6. Plan and implement ways of modernizing the library system and process of the University;
7. Submit timely report to higher offices; and
8. Perform such other related functions.

The Offices under the Library Service are:

1. Internet section;
2. Archives section;
3. Periodicals;
4. General Circulation;
5. Audio-visual room section; and
6. Campus library units

Section 4. The Review Center

- a. The Review Center is headed by a Chairman. He shall appointed by the President. He must have a valid

professional license. His term shall be at the discretion of the President based on his performance.

Functions:

1. Responsible in planning and scheduling of review for board and other government examinations in coordination with the College Deans;
2. Scout and invite possible reviewers for the various board and other government examinations reviews in the State University;
3. Responsible in the campaign of reviewees for board examinations and other government examinations reviews in the State University;
4. Submits plans, annual reports and other pertinent records as required by higher authorities;
5. Assist the VPASD in the formulation of policies related to the conduct of review (i.e. review fee, honoraria, fund sourcing and etc);
6. Conduct perennial studies on the performance of the degree programs in the examinations and recommend enhancement for its improvement; and
7. Performs other functions as may be directed by higher authorities.

Section 10. Office of the Laboratory Services

The Laboratory Service Office shall be headed by a **Director** with the rank of a Assistant Professor and an appropriate Master's Degree, at least five (5) years of teaching experience and shall serve a term of one (1) year with one (1) renewal only upon evaluation of a very satisfactory performance;

Functions:

1. Plan, coordinate consolidate and monitor all existing laboratory equipment and needs of the university;
2. Formulate policies and manuals on laboratory equipment matters of the university;
3. Act as member of the TWG on the procurement of laboratory equipment; and
4. Perform other functions as may be directed by higher authorities.

Section 11. Department of Languages, Mathematics, Natural Sciences and Social Sciences and Physical Education. Each Department shall be headed by a Chairman appointed by the President. He shall be specialist in the discipline. and shall serve a term of one (1) year with one (1) renewal only upon evaluation of a very satisfactory performance.

Functions:

1. Assign faculty to the different colleges in coordination with the Dean.

2. A member of the instructional materials committee in the specific discipline;
3. Plan and implement programs, practices and activities for the improvement of his department; and
4. Perform other functions as may be directed by higher authorities.

CHAPTER VIII

THE RESEARCH DEVELOPMENT, EXTENSION AND TRAINING

Article I. Office of the Vice President for Research, Development, Extension and Training (VP-RDET)

Section 1. The VPRDET must be a holder of an appropriate Doctorate degree with a rank of an accredited Professor, with at least five (5) years college teaching, an administrative and supervisory experience, preferably must have been a Director for Research, Director for Extension and Training, GAD Focal person or its equivalent or once a College Dean or Campus Administrator, **must have formulated, conducted and implemented Research and Development, Extension and Training activities on a program level appropriate to his field of specialization** and other qualifications deemed appropriate and shall serve a term of two (2) years without prejudice to re-designation based on very satisfactory performance for another term only.

Section 2. Under the VPRDET are the following offices:

- 2.1. Office of the Research Director
- 2.2. Office of the Director for Extension Services and GAD Focal Person

Section 3. Functions of the VPRDET

1. Provide over-all leadership in planning, implementation, and evaluation of the institution's research, extension and GAD programs;
2. Assist the University President in the formulation and implementation of the institution's policies in research and development, extension and GAD programs;
3. Provides supervision to the Directors for Research and Director for Extension and GAD focal person in the planning, implementation and evaluation of Research , Extension and GAD programs and activities;
4. Chair the editorial board of the State University R & E Journal and publication of scholarly research and extension outputs of the faculty and staff members of the State University;

5. Submit on time plans, quarterly and annual accomplishment reports and other pertinent information as may be required by higher authorities;
6. Assist the President in the establishment of linkages with other research and development agencies;
7. Help the President in sourcing out of research and extension funds; and
8. Perform other functions as may be directed by higher authorities.

Section 4. **The Office for Research**

- a. The Office for Research shall be headed by a Director with at least an appropriate Master's degree, at least five (5) years college teaching, managerial and supervisory experience, an **Assistant Professor**, preferably must have been a Research and Development Coordinator or its equivalent, once a College/ **Campus** Dean/ Program Chairman/ HS Principal/Research Center Director, **must have formulated, conducted and implemented Research and Development activities on a project level appropriate to his field of specialization** and other qualifications deemed appropriate and shall serve a term of one (1) year with one (1) renewal only upon evaluation of a very satisfactory performance.
- b. The functions, duties and responsibilities of the **Director for Research are the following:**
 1. Provide leadership in the formulation of strategic plans on research and development consistent with the research and development agenda of the State University;
 2. Exercise general supervision and coordination of all research programs and project activities of the State University;
 3. Be accountable to the Vice President for Research and Development, Extension and Training in implementing the policies and program of activities in the field of Research;
 4. Conduct, monitor and evaluate the implementation of approved research projects;

5. Assist the VPRDET in the establishment of local, national and international linkages for funding and partnership for the implementation of research proposals, projects activities of the State University;
6. Coordinate with the Research Chairman in the different colleges in all aspects of program/projects and activities related to the function.
7. Spearhead the evaluation of Colleges in their performance on research for PBB evaluation;
8. Act as an internal Area Chair for research during accreditation;
9. Work for the Accreditation of the KSU Research Journal; and
10. Perform other related functions that may be assigned by higher authorities.

c. Under the **Director for Research are:**

- a. Office of the Intellectual Property Office
- b. Office for Innovation
- c. Office on Publication

Section 5. **The Office of the Director for Extension and GAD focal person.**

The Office of the **Extension, Training and GAD** shall be headed by a Director with appropriate Master's degree, at least five (5) years college teaching, managerial and supervisory experience, an **Assistant Professor**, preferably must have been an Extension and Training Coordinator or its equivalent or Dean or Program chairman or HS Principal, **must have formulated, conducted and implemented Extension activities on a project level appropriate to his field of specialization** and other qualifications deemed appropriate and shall serve a term of one (1) year with one (1) renewal only upon evaluation of a very satisfactory performance.

- a. The functions, duties and responsibilities of the **Director for Extension, Training and GAD focal person are:**
 1. Provide leadership in the formulation of strategic plans on extension, training and GAD activities consistent with the research, extension and training agenda of the State University;

2. Exercise general supervision and coordination of all extension, training and GAD programs and project activities of the State University;
3. Be accountable to the Vice President for Research and Development, Extension and Training in implementing the policies and program of activities in the field of extension, training and GAD;
4. Conduct, monitor and evaluate the implementation of approved extension, training and GAD programs and projects;
5. Assist the VPRDET in establishment of local, national and international linkages for funding and partnership for the implementation of extension, training and GAD proposals, programs, projects activities of the State University;
6. Coordinate with the Extension, Training and GAD chairman in the different colleges in all aspects of program, projects and activities related to the function.
7. Spearhead the evaluation of Colleges in their performance on extension and training for PBB evaluation;
8. Act as an internal Area Chair for extension and community outreach during accreditation;
9. Submit to higher offices on time; and
10. Perform other related functions that may be assigned by higher authorities.

CHAPTER IX

THE ADMINISTRATION and FINANCE

Article I. Office of the Vice President for Administration and Finance (VPAF)

Section 1. The VP-AF shall be a holder of an appropriate Doctorate degree, an accredited Professor with managerial and supervisory experience, preferably must have been a Director or a Dean or a Campus Administrator, and other qualifications deemed appropriate and shall serve a term of two (2) years without prejudice to re-designation based on performance for another term only.

Section 2. The functions, duties and responsibilities of the office of the VP-AF are:

- a. Provide over-all leadership in the implementation of administration and financial policies of the State University;
- b. Assist the University President in the over-all formulation of administrative and financial plans of the State University;
- c. Act as Vice Chairman of the Administrative Council;
- d. Assist the University President in the submission and follow-up of project proposals to potential sources of support;
- e. Assist the University President in seeking donations, grant-in-aids, and other supports for instruction, research, extension and production programs, scholarships, staff/ personnel and other physical plant developments;
- f. Provides supervision to the Director for Administration Services, Director for Finance Services and Director for Income Generating Projects;
- g. Timely submission of plans, quarter and annual reports and other pertinent information as may be required by higher authorities.
- h. Oversee the up to date implementation of NBC 461, and other promotion circular and faculty workloads;
- i. Act as the Chairman of the Grievance Committee;
- j. Perform other functions as may be directed by higher authorities.

Section 3. Under the VP-AF are the following offices:

- a) Office of the Director for Income Generating Projects
- b) Office of the Director for Administration Services
- c) Office of the Director for Financial Management Services

Section 4. **The Office for Income Generating Projects**

- a. The Office **for Income Generating Projects** shall be headed by a Director, at least five (5) years relevant experience, Assistant Professor and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice for renewal upon evaluation of a very satisfactory performance for another term only.

- b. Under the **Office of the Director for Income Generating Projects** are:
 - 1. Agri – based project head
 - 2. Non – Agri based project head

- c. The **Office of the Director for Income Generating Projects** shall:
 - 1. Directly supervise the heads of the various sections under the Business Affairs Units, Production, Dormitory, Auxiliary Services (canteen, food services, etc);
 - 2. Review all proposal and recommendation from the section heads of the IGP Units to determine their feasibility and recommend to higher authorities for appropriate action;
 - 3. Control activities of different sections in line with programmed resources;
 - 4. Devise a monitoring and feedback mechanism wherein needs and problems are quickly determined and properly addressed;
 - 5. Provide the other organizational units with guideline affecting business affairs unit operations;
 - 6. Establish institutional linkages and provide networking with the entities for potential resource generation;
 - 7. Operationalize the production mandate of the State University;
 - 8. Coordinate with other offices in monitoring and reporting the operations of the Income-Generating Projects of the State University;
 - 9. Coordinate and implement all activities of the various Income-Generating Projects of the State University;
 - 10. Supervise all Income-Generating Projects of the State College in accordance with government policies, laws, rules and regulations pertinent hereto towards the acceleration of production income with greater efficiency, effectiveness and economy;
 - 11. Submit report on time to higher authorities;
 - 12. Coordinate with concerned agencies/persons having business operations in the institution to enhance business affairs activities, policies and services;

13. Sit as member of the IGP Board of management; and
14. Perform other duties and responsibilities as designated by higher authorities

Section 5. **The Office for Administration Services**

- a) The Office of the **Administration Services** shall be headed by a Director who is the Chief Administrative Officer.
- b) Under the Office of the Director for Administration Services are:
 - a. Human Resource Management Section
 - b. Records and Archives Section
 - c. Supply Section
 - d. Quality Management System

The functions of the Director for Administration Services are:

1. He shall assist the VP-AF Office of the President in the daily management and administration of the University;
2. Direct the planning, implementation and evaluation of Administrative Management program and policies for their efficient and economical implementation;
3. Coordinate with other agencies and offices to bring about inter-agency complementation and to maximize the use of available resources;
4. Cause implementation of the regular conduct of administrative procedures;
5. Responsible in the preparation of payroll;
6. Effectively supervise and evaluate the offices under his office for PBB and other purposes;
7. Supervise and spearhead the implementation of the Quality Management System of the university;
8. Work for the Accreditation of KSU with the Civil Service Commission;
9. Act as the FOI Decision Maker of the University; and
10. Perform other related functions assigned that may be to him by higher authorities.

Section 5.1 The **Human Resource Management Section.**

1. The Office of the Human Resource Management shall be headed by the Human Resource Management Officer whose qualification is in accordance with the qualifications standard set by the Civil Service Commission. He shall be responsible for the personnel management and maintenance of effective liaison with the Civil Service Commission and other offices;
2. The Human Resource Management Officer shall:
 - a. Assist the appropriate offices in the formulation and enforcement of established policies of the institution on personnel management in accordance with sound management practices and existing Civil Service rules and regulations and other pertinent laws of the land;
 - b. Provide the necessary leadership in planning, implementation and evaluation of the Human Resource Management and development programs in the institution;
 - c. Assist the heads concerned in the development, formulation and execution of such duties in connection with appointments, promotions and other personnel matters;
 - d. Assist and advise the heads concerned in the development, formulation and execution of policies, regulations, and all other areas of personnel management in accordance with the Civil Service Commission;
 - e. Undertake personnel programs, inform the heads concerned including the CSC of activities and development in all areas of personnel management in the State University; and
 - f. Perform such other related functions.

Section 5.2 The **Records and Archives Section.**

- a. The Records and Archives Section shall be headed by a Records Officer whose qualification is in accordance with the qualifications standard set by the Civil Service Commission;
- b. All records function in the University shall be centralized at the Records Office in order to bring about economy in time, effort and materials;

- c. The Records Officer shall:
 1. Maintain and control vital documents and essential records to support the functions of the University;
 2. Monitor the flow of incoming and outgoing correspondence upon receipt and their disposition;
 3. Service the reference requirements of management including the general public following up matters or enquiring information;
 4. Ensure the proper storage of inactive records and prompt disposal of obsolete and valueless records;
 5. Act as the FOI Receiving Officer of the University; and
 6. Perform such other related function.

Section 5.3. The Supply Section

- a. The Supply section shall be headed by the Supply Officer whose qualification is in accordance with the qualifications standard set by the Civil Service Commission. He shall be responsible in the supervision and coordination of supply and property activities in the University;
- b. The Office of the Supply section shall:
 1. Plan, direct and supervise the work of supply officers and the technical and clerical personnel engaged in the receipt, control and issuance of supplies;
 2. Objectively implement rules and regulations pertaining to supply management;
 3. Prepare and submit on time, periodic, annual reports and other required reports on supplies and property inventory;
 4. Consolidate and submit annual procurement programs on supplies, materials and equipment;
 5. Account for all office equipment and supplies, act as custodian of all records of property and conduct periodic inventory thereof; and
 6. Perform such other related work.

Section 5.4 **Quality Management System Section**

The Quality Management System (QMS) shall be headed by a section head who shall be designated/appointed by the University President upon recommendation of the Director for Administration Services.

The functions of the Head of the QMS are:

- a) Responsible in the implementation of the QMS Manual of the University
- b) Responsible in monitoring and evaluation of the different offices, colleges, campuses and units on their implementation of the QMS Manual of the University and recommend improvement thereon.
- c) Responsible in the improvement of the Approved QMS Manual of the University.
- d) Submit timely reports to higher offices
- e) Perform such other functions of his office based on the established QMS standards and practices of other agencies, in the national and international levels.
- f) Perform such other functions assigned by higher authorities related to Quality Management System.

Section 6. Office for Financial Management Services

The Office for Finance Services shall be headed by a Director who is Chief Administrative Officer (Finance Management Officer) whose qualification is in accordance with the qualifications standard set by the Civil Service Commission;

The Director for Finance Services shall:

1. Prepare and consolidate the university budget including its supporting documents, justifications and explanations;
2. Be responsible in the supervision of the preparation of annual, supplemental, special, deficiency budget of the University and in the review and consolidation of budget and plantilla into one budgetary plan for the University;
3. Supervise the distribution and allocation of funds to the various project units;
4. Supervise and evaluate the offices under his office for PBB and other purposes;
5. Confer with proper officials on release of funds;
6. Prepare and timely submission of reports to higher authorities and agencies;
7. Prepare financial and cost data analysis; and
8. Perform such other related work.

Under the office of the Director for Finance Services are:

Section 6.1. **The Budget Section.**

- a. The Budget Section shall be headed by the Budget Officer whose qualification is in accordance with the qualifications standard set by the Civil Service Commission;
- b. The Budget Officer shall:
 1. Make continuous, up-to-date analysis and review of the financial conditions of the University and inform or advise the University Officials on such conditions;
 2. **Consolidate all financial and investment plans of all units in the State University;**
 3. Closely coordinate with the public and private agencies and offices having to do with the approval and release of budgetary requests and other forms of funding allocations;
 4. Prepare and submit required budget reports and other needed documents;
 5. Devise mechanism on the smooth and up to date implementation of NBC evaluation results and all other approved promotion guidelines; and
 6. Perform such other related work.

Section 6.2. **The Accounting Section.**

- a. The Accounting Section shall be headed by the Accountant whose qualification is in accordance with the qualifications standard set by the Civil Service Commission;
- b. The Accounting Office shall be responsible in the supervision of the proper recording of financial transactions or financial reports for review of higher authorities;
- c. The Accountant shall:
 1. Act as technical adviser on financial and budgetary matters;
 2. Prepare and submit reports on time on the financial status as required by proper authorities;
 3. Assist in the preparation of budget estimates and attend budget hearings;

4. Implement financial policies regarding control of allotments, expenditures and collection of revenues from the various department of the University;
5. Maintain discipline and efficiency of accounting personnel; and
6. Perform such other related work.

6.3. The **Cashiering Section.**

The Cashiering section shall be headed by the Cashier whose qualification is in accordance with the qualifications standard set by the Civil Service Commission;

The Cashiering section shall be responsible in the supervision of accounts for receipts, custody and disbursement of funds;

a. The Cashier shall:

1. Be responsible in the payment of salaries, wages, and disbursement vouchers;
2. Supervise and maintain discipline among employees engaged in cashiering duties;
3. Prepare and timely submission of required reports for review by higher authorities;
4. Verify the posting of cash advances, disbursements, collection of revenues and deposits;
5. Safeguard the money of the University; and
6. Perform such other related work.

Section 7. **Internal Control Unit**

The Internal Control Unit

The Internal Control Unit shall be headed by a Unit Head who shall be designated/appointed by the University President. He shall be a holder of a degree related to financial management.

The functions of the Internal Control Unit head are:

1. Should monitor the agency's compliance with laws, regulations and internal policies;
2. Should assess the general control environment and the vulnerability of each program and activity to waste, loss, impropriety, or failure to meet agency objectives;
3. Should plan and schedule internal control evaluations of selected programs and functions;
4. Should identify potential errors, risks or irregularities, instances of inadequate or excessive controls;
5. Should recommend measures to improve the internal control structure where necessary;
6. Should report the result of the overall assessment and the corrective actions to be taken;

7. Review all accounting activities to determine whether these activities are adequate, proper and are within the legal requirements.
8. Review the reliability of accounting and other statistical and mathematical data used in those accounting activities.
9. Ascertain that all accounting activities and performances are efficient and effective.

10. Review all disbursements for proper and current reporting.
11. Review and account all income esp. with the Income Generating/projects of the State University;
12. Review and verify correctness of payroll, claims and other forms of remunerations due for the State University;
13. Ascertain that college management is regularly informed of activities pertaining to its financial operation.

CHAPTER X

CAMPUS ADMINISTRATION

Article 1. Office of the Campus Administrator.

Section 1. Each campus shall be headed by a Campus Administrator to be designated by the Board of Regents upon recommendation of the President and the Search Committee. The Campus Administrator shall be a holder of a relevant doctorate degree, at least an Associate Professor with five (5) years teaching and administrative experience and in the management of a department such as Dean or Department Chairman/Director. He/ she shall serve a term of one (1) year with one (1) renewal only upon evaluation of very satisfactory performance.

Section 2. The Campus Administrator shall have the following functions, duties and responsibilities:

1. Plan, implement, supervise control and evaluate both the academic and administrative programs, projects and activities in the campus in line

with the goals and objectives of the University in coordination with other co-equal offices;

2. Supervise and evaluate the offices under his office;
3. Timely submission of reports to higher offices;
4. Collate the needed resources submitted to his/her office by the Deans and other officials under his/ her office in the campus;
5. Resolve/act on problems that may arise in the campus and elevate the same to higher authorities when needed;
6. Acts as the alter ego of the President in the campus;
7. Formulate Plans for the establishment and improvement of facilities and buildings within the campus for submission to the Office of the President through the Office of the VP's;
8. Represent the College in appropriate bodies/offices from within and local as officer in authority in the promotion, development and implementation of worthy standards, policies, programs and activities , decisions and actions commensurate to the vision and mission of the Institution.
9. Chair the campus regular and special meetings as the officer in authority in matters such as recent developments, administrative and supervisory matters, problems and decision.
10. Act as the Chairman of the campus planning unit, Disciplinary Board and Area chair for administration and VMGO during AACCCUP accreditation.
11. Prepare and recommend the budget proposal of the campus; and
12. Perform other functions that may be assigned by higher authorities.

Section 3. Under the Office of Campus Administrator

- a. Special Projects
- b. Deans
- c. Chairman, General Services
- d. Chairman, Administration Services
- e. Chairman, Student Development Services

Section 5. Special Projects Office

The Special Project Unit Office shall be headed by a Coordinator. He must be a full time faculty member with at least appropriate Master's degree, at least 5 years academic teaching, and other qualifications deem relevant, shall serve for 2 years without prejudice to re-appointment based on very satisfactory performance;

Functions:

- a. Facilitate linkages and networking for possible funding and collaborative activities of the State University in the private organizations, non-government organizations and government institutions both in the local and international agencies;
- b. Coordinate the implementation of special projects in the campus; and

- c. Perform other functions as may be directed by the collaborating/partner agencies and higher authorities.

Section 6. College Deans

Each College shall be headed by a Dean to be designated by the University President upon recommendation of the Search Committee and consultation with the faculty. The Deans must have at least an appropriate Master's degree in line with the degree programs offered with the college as defined by their respective CMOs, at least an Assistant Professor with five (5) years of experience in college teaching and in the management and operation of a department as chairman/director/campus administrator. He shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only.

The College Deans shall exercise general administrative and supervisory functions over the following organic personnel or offices under his office:

- a. Chairman Laboratory
- b. Program Chairmen/ Laboratory HS Principal;
- c. Chairman for Research;
- d. Chairman for Extension, Training and GAD;
- e. Socio-cultural and Sports Chairman;
- f. Chairman, Guidance and Counselling;
- g. Chairman for Alumni affairs;

The Following are the Major Functions, Duties and Responsibilities of the Colleges Deans.

- a. Programming functions:
 1. Exercises leadership in planning, implementing, monitoring and evaluating the instruction, research, extension Resource Generation Program Projects and activities of the colleges.
 2. Programs class schedules and prepares and distributes teaching workloads of faculty members after approval of higher authority.
 3. Prepares annual procurement program and submits the same for approval by higher authorities of the State University.
 4. Prepares annual investment plan/financial plan of the colleges and recommends the same for approval by higher authorities.
 5. Plans/reviews/initiates enhancement of the College Faculty Development Plan and cause approval thereof by higher authorities.
 6. Takes responsibility of administrative and supervisory in the implementation of programs for the institute.

7. Exercise general supervision and leadership in the planning, implementation monitoring and evaluation of sports and socio-cultural affairs and other co-curricular activities of the colleges and other student development activities.

8. Programs and implements the Accreditation work Plan of the Colleges, Curricular Programs Review/Revision.

b. Management Functions:

1. Review and approve course syllabi of Faculty Members and initiate enhancement.

2. Conduct monitoring and evaluation activities of Program chairmen; Research; Extension, Training and GAD; Socio-cultural and Sports; Alumni affairs; and other staff under his/her office.

3. Acts on communications with dispatch and protocol.

4. Oversee the efficient and effective use of the Colleges resources and determines resource needs and cause acquisition thereof.

5. Implement a system of prompt submission of Grading Sheets, documents and pertinent papers by Faculty members.

6. Coordinate with the appropriate VP concerns on the major functions.

7. Evaluate the faculty members under his office;

8. Timely submission of evaluation reports and other reports to higher authorities.

c. Complementation Functions:

1. Cause teamwork, efficiency and effectiveness of personnel, complementation and supplementation of services and available resources.

2. Promote harmonious relationship between and among subordinates and cause synergization of efforts and talents.

d. Representation Functions:

1. Represent the College in appropriate bodies/offices from within and local as officer in authority in the promotion, development and implementation of worthy standards, policies, programs and activities , decisions and actions commensurate to the vision and mission of the Institution.

2. Chair Colleges regular and special meetings as the officer in authority in matters such as recent developments, administrative and supervisory matters, problems and decision.

3. Act as the Chairman of the Colleges planning unit, Disciplinary Board and Area chair for administration and VMGO during AACUP accreditation.

4. Represents the Colleges in Faculty Training and Development Council, Academic and Administrative Council Meetings and others that require official representations of the Colleges.

Section 6.1. The Science Laboratory Chairman

The Science Laboratory Chairman must have earned an appropriate Master's Degree with five (5) years of teaching experience and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only.

Functions:

- a. Act as property custodian of all science laboratory equipments and apparatus;
- b. Provide laboratory facilities to all science laboratory classes;
- c. The Science Laboratory Chairman directly accountable to his immediate supervisor and submit plans, annual reports and other pertinent records as required by higher authorities;
- d. Act as Area Co-chair for laboratory during program accreditation; and
- e. Perform other functions as may be directed by higher authorities.

Section 6.2. The Program Chairmen/ Laboratory High School Chairman

Each of the different degree programs offered in the different Colleges and Laboratory High School shall be headed by a Program Chair/HS Chairman who shall have an appropriate Master's Degree, at least Assistant Professor, to be appointed by the University President upon endorsement by the core faculty of the respective colleges, with five (5) years college teaching experience and other experience deemed appropriate and shall serve a term of one (1) year without prejudice to re - designation based on very satisfactory performance for another term only;

Functions:

1. The Program Chair/ Laboratory High School Chairman shall assist the College Dean in the planning,

- implementation, monitoring and evaluation of the program; and
2. The Program Chair/ Laboratory High School Chairman shall prepare workload of faculty members under his/ her department.
 3. He/ she shall assist the College Dean in evaluating the teaching performance of faculty members in his/ her department.
 4. He/ she shall recommend programs for faculty development such as attendance to seminars, trainings, scholarships, fellowships, study and sabbatical leaves, etc for professional development.
 5. He/ she shall act as chairman during the presentation of undergraduate thesis/ practicum/ narrative reports.
 6. Submit accomplishment reports on time to higher authorities;
 7. He/ she act as Area Chair for curriculum during program accreditation; and
 8. He/ she shall perform other functions as many be directed by higher authorities.

Section 6.3. The Chairman for Research

Each of the college are provided with a Chairman for Research who must have an appropriate **Master's Degree** with five (5) years of teaching and **research experience**, to be appointed by the University President upon consultation with the core faculty and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation **based on very satisfactory performance for another term only**;

Functions:

1. The Research Chairman shall assist the Dean in the formulation, planning, monitoring, implementation and evaluation of the research and development programs in the College;
2. The College Research Chairman must initiate in the formulation of research and development proposals and sourcing out of its budget and implementation for at least study level. He also consolidates research and development proposals of the college for proper critiquing of the research council in the college prior to its final critiquing in the State University research council;
3. Act as editor-in-chief in the College R&D journal;
4. Submit accomplishment reports on time to higher authorities;

5. Act as Area Chair for research during program accreditation; and
6. Perform other functions as may be directed by higher authorities.

Section 6.4. The Chairman for Extension, Training and GAD

Each of the College are provided with **Extension, Training and GAD** Chairman who must have **an appropriate Master's Degree** with five (5) years of teaching experience, to be appointed by the College President upon consultation with the core faculty and other qualifications deemed appropriate and shall serve a term of one (1) year without prejudice to re-designation **based on very satisfactory performance for another term only;**

Functions:

1. The College Extension, Training and GAD Chairman shall assist the concerned Dean in the formulation, planning, monitoring, implementation and evaluation of the extension, training and GAD programs/projects in the College;
2. The College Extension, Training and GAD Chairman must initiate the formulation of extension and training proposals and its budget sourcing out and implementation for at least study level. He also consolidates extension, training and GAD proposals of the college for proper critiquing of the extension council in the college prior to its final critiquing in the State University extension council;
3. Act as associate editor in the College R&D journal;
4. Submit accomplishment reports on time to higher authorities;
5. Act as Area Chair for extension and community during program accreditation; and
6. Perform other functions as may be directed by higher authorities.

Section 6.5 The Alumni Affairs Office

The Office for Alumni Affairs shall be headed by a chairman who shall be a graduate of KSU and presently employed thereat, and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation **based on very satisfactory performance for another term only;**

The Chairman for Alumni Affairs shall:

1. Keep records of names, addresses and other pertinent information of graduating students and those that have already graduated from KSU;
2. Monitor activities of the KSU Alumni Association; and
3. Submit accomplishment reports on time to higher authorities;
4. Conduct graduate tracer studies; and
5. Perform other related functions that may be assigned to him by appropriate higher authorities.

Section 6.6 The Guidance and Counseling Services

The Guidance Services Office shall be headed by a Guidance Counselor with an appropriate Master's Degree, and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation **based on very satisfactory performance for another term only;**

The Office of the Guidance Services shall:

1. Manage activities/services aimed at reinforcing student ability and confidence in knowing and understanding himself in relating with others to ensure his own psychological growth and development;
2. Cause continuous enrichment of unit resources/ approaches/ methodologies and techniques in counseling, testing, ground guidance/ dynamics and other guidance services;
3. Undertake research in relation to guidance and counseling;
4. Submit accomplishment reports on time to higher authorities;
5. Perform such other related functions necessary for the attainment of the objectives of the office.

Section 6.7. The Socio-Cultural and Sports Office shall be headed by a faculty with an appropriate Master's Degree, and with at least five (5) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation **based on very satisfactory performance for another term only;**

Functions:

1. The socio-cultural and sports chairman shall assist the sports and socio-cultural dean in the planning and implementation of all programs or projects of the

- University related to socio-cultural and sports activities;
2. Recommend the purchase of athletic equipment, supplies and materials;
 3. Coordinate with the Director for socio-cultural and sports in the planning and implementation of sports/athletic programs; and
 4. Submit accomplishment reports on time to higher authorities;
 5. Supervise the development, maintenance and upgrading of sports activities; and
 6. Perform other related functions that may be assigned to him by higher offices.

Section 7. Chairman-General Services

The satellite campuses shall be provided with General Services to be headed by a chairman, who is at least master's degree holder, with at least five (5) years of teaching experience and other qualifications deemed relevantly who shall be appointed by the University President and shall serve a term of one (1) year without prejudice to re-designation based on very satisfactory performance for another term only.

The Chairman for General Services shall have the following functions:

1. Responsible in the maintenance and repair of all the facilities in the Campus, to keep them functional at all time.
2. Assist the Campus Administrator in planning, implementing, monitoring and evaluation of the existing and needed facilities of the campus based on national and international standards.
3. Coordinate with co-equal offices in the Campus for the efficient implementation of policies related to general services.
4. Submit reports to higher offices on time
5. Report directly to the Campus Administrator
6. Perform other related functions assigned to him by higher authorities and these functions related to General Services based on the usual practices of other agencies and based on standards.

Section 8. Chairman-Administration

The chairman for Administrative Services in the satellite campuses shall hold at least a Master's degree, with at least five (5) years of teaching experience, and other qualifications deemed relevant, shall be appointed by the University President, who shall serve a term of one (1) year and maybe re-designated for another term only, upon evaluation of a very satisfactory performance.

The Chairman for Administrative services shall perform the following functions:

1. Responsible in the implementation of existing administrative policies of the University in the Campus level such as but not limited to, keeping of faculty and employees records, checking of attendance, wearing of uniforms, filing of leave of absence, etc.;
2. Assist and help the Campus Administrator in the dispensation of his daily administrative function;
3. Assist the Campus Administrator for the efficient implementation of the quality Management System of the University;
4. Submit timely report to the Campus Administrator;
5. Coordinate with the other offices/units in the Campus on Administrative matters to bring about complementation and harmonious relationships among them to maximize the use of available resources and for greater efficiency in the delivery of services;
6. Serve as Liaison between the Campus Administrator and the Chief Administrative officer on Administrative matters; and
7. Perform other functions delegated to him by higher authorities and perform duly-accepted standard administrative practices.

Section 9. Chairman-Student Development Services

The Chairman for Student Development Services in the campus shall hold, at least a Master's degree, with at least five (5) years teaching experience and other qualifications deemed relevant. He shall be appointed by the University President for a term of one (1) year and may be renewed for another term only upon evaluation of a very satisfactory performance.

The Chairman for Student Development Services shall be responsible for the following functions:

1. Serve as a link between the Campus Administration and the Campus student body or organizations/associations.
2. Assist the Campus Administrator in the planning, implementation, monitoring and evaluation of Student Development program and service in the campus.
3. Plan, Implement and monitor scholarship program in the campus in coordination with the University Student Development Services Director.
4. Coordinate/prepare the orientation seminar and other similar trainings for students to be conducted in the campus.
5. Monitor activities of student trainees, field practice, OJT in their respective assignment, in coordination/consultation with higher offices.
6. Perform other related functions delegated to him by higher authorities.

Section 10. The Health Services Office

- a. The Health Services Office shall be headed by a Medical Officer who shall be a Doctor of Medicine with at least three (3) years experience in the medical practice. The Medical Officer shall be assisted by Medical and Dental staff.
- b. The Health Services Office shall:
 1. Conduct medical and dental examination of all students and personnel of the University;
 2. Attend medical and dental consultation, diagnosis and treatment of minor ailment of students and personnel;
 3. Issue medical certificate to students and personnel;
 4. Provide health information, lecture and orientation to students and personnel;
 5. Plan, implement and evaluate medical programs for students, faculty and staff of the University
 6. Coordinate with other agencies/offices for the conduct of medical missions for the stakeholders of the university, if needed.
 7. Prepare and submit list of supplies/medicines for procurement for the students.
 8. Perform other related functions necessary for the attainment of objectives of the Office.

Section 11. The Dormitory Services

The **Dormitory Services** is headed by a Chairman, with permanent plantilla/item, and other qualifications deemed appropriate and with at least three (3) years of relevant teaching experience and shall serve a term of one (1) year without prejudice to re-designation **based on very satisfactory performance for another term only**;

Functions:

- a. Act as property custodian of all the facilities and equipments of the various dormitories of the State University;
- b. Coordinate with the General Services Office (GSO) for the repair and maintenance of the dormitory facilities and equipments;

- c. Plan, implement, monitor and evaluate programs and activities of the occupants of the dormitories of the State University;
- d. Responsible in the over-all welfare of the dormitorians;
- e. The **Dormitory Chairman** directly accountable to his immediate supervisor and submit plans, annual reports and other pertinent records as required by higher authorities.

CHAPTER XI

ACADEMIC STAFF

Article I. Members

Section 1. The members of the faculty/ academic staff of the State University are classified as regular and non-regular.

Section 2. The regular members of the faculty/ academic staff of the State University include those who hold plantilla items categorized as:

- a. University Professor/ College Professor
- b. Professor
- c. Associate Professor
- d. Assistant Professor
- e. Instructor

Section 3. The Non-regular members are classified as:

- a. Professor Emeritus
- b. Exchange Professor
- c. Visiting Professor
- d. On-call Professor
- e. Lecturer
- f. Adjunct Professor

Article II. Human Resource Management Policies.

Section 1. Appointment of faculty/ academic staff shall be permanent or temporary in accordance with the PASUC-DBM Faculty Evaluation Circulars, Merit Promotion Plan of KSU duly approved by the Board of Regents, and Civil Service Commission rules and regulations.

Section 2. A substitute teacher may be granted or hired when the exigency of the service so requires, to be approved by the President upon the recommendation of the Faculty Selection Board.

Section 3. The appointment of part-time teachers from other government agencies requires written permission from their respective employers.

Section 4. A professional lecturer, visiting professor, exchange professor may be hired by the State University whose appointment is based on existing rules and regulations of the State University, and other policies of the Civil Service Commission.

Article III. Leave Privileges.

Section 1. All members of the Faculty/ Academic staff of the State University are entitled to leave privileges as provided for by law.

Section 2. Faculty members under the teachers leave basis shall be entitled to Proportional Vacation Pay (PVP) of 70 days of summer vacation plus 14 days of Christmas vacation. A faculty who has rendered continuous service in a school year without incurring absences without pay of more than 1 ½ days is entitled to 84 days of proportional vacation pay.

Section 3. Vacation and sick leave credits shall be granted to the faculty with permanent or temporary appointments who regularly perform administrative functions, research, extension projects, **with approved IGP's** or whose service are needed throughout the year, based on the standard and approved policies of the University and rules of other agencies such as the Civil Service Commission and the DBM.

Section 4. Maternity leave refers to leave of absence granted to female faculty members legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy. Qualified faculty and staff members of the University may enjoy Maternity leave benefits.

Section 5. Paternity leave benefits refers to privileges granted to married male faculty allowing him not to report for work for seven (7) days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purpose of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case maybe and assist in caring for his newborn baby. Qualified faculty and staff members of the University may enjoy Paternity leave benefits.

Section 6. *Sabbatical Leave* for a period of one year is granted to members of the faculty who have rendered at least seven **continues** years of very satisfactory service during which his academic rank during the last 2 years is not lower than Assistant Professor I. The purpose of such leave shall be to undertake research, writing of instructional materials or the pursuit of special fields of study. Such leave is approved by the Board of Regents and is governed by the terms and conditions set by the State University Faculty

Training Development Program and the approving authority. Approval of sabbatical leaves is based on the potential benefits to the State University programs that may accrue from such leave.

Section 7. Faculty on Vacation and Sick Leave and the Qualified Non-teaching personnel of the University shall be entitled to Special leave privileges such as Birthday leave, Funeral/Mourning leave, Graduation leave, Wedding/Anniversary leave, Hospitalization leave, Accident leave and Relocation leave subject to the rules of CSC Memorandum Circular No. 6, s. 1996.

Section 8. *Rehabilitation Leave.* Faculty and non-teaching personnel may avail of the rehabilitation leave on account of injuries and wounds incurred in the performance of duty. This shall not be deducted from the vacation and sick leave credits and the period for disability with full pay shall not exceed six (6) months.

Section 9. Study/Scholarship Leave. All qualified members of the Faculty and Staff can equally avail of study leave for a period two (2) years for a masters' program and three (3) years for a doctorate program, respectively, subject to an extension of one (1) year for both, upon the approval of the President on meritorious reasons. Such leave is subject to a return service of three years for every year of study leave.

Section 10. Leave without pay. Faculty and Non-teaching personnel may avail of a maximum of one (1) year leave without pay, upon application and upon approval of the University President for meritorious reasons.

Section 11. Other Forms of Leave Privileges. Faculty and Non-teaching personnel may avail of leave privileges granted to government officials and employees, under the Civil Service Program subject to pertinent rules and regulations of the KSU and the Civil Service Commission.

Article IV. Fellowships.

All faculty members with permanent appointment shall be entitled to fellowship/ study grants or awards subject to the rules and regulations of the University Faculty and Staff Development Program.

Article V. General Provisions on Working Hours.

All officers and employees of the University must strictly observe the proper office hours as prescribed by the Civil Service Commission and in accordance with duly approved KSU policies. Flexible working hours, re-scheduling or shifting of work schedule may be allowed in the exigency of the service, **with proper approval.**

Section 1. The required workload of faculty members shall be in accordance with the Board's approved workload scheme of the University.

Section 2. Faculty workload in excess of the required minimum or regular workload shall be paid additional compensation subject to existing rules and regulations and subject to availability of funds. In the case of

insufficiency or un-availability of funds the excess workload is converted to leave credits.

Article VI. Obligations of the Academic and Non-Teaching Staff.

The members of the Academic Staff of the University have the following obligations:

1. Discharge their duties and responsibilities in accordance with the philosophy, vision, mission, goals and objectives of the University;
2. Be accountable for the efficient and effective attainment of the specified objectives in the pursuit of national development goals within the limits of available University resources;
3. Assume the responsibility to maintain and sustain their professional growth and advancement and observe professionalism in the discharge of duties and responsibilities at all times; and
4. Be effective agents of change in the University and in the community within the context of both national and institutional goals and policies.
5. Abide with the provisions of the Civil Service Laws in the performance and delivery of their functions at all times

Article VII. External Activities of Academic and Non-Teaching Staff.

Section 1. External activities of the faculty/officials and staff such as consultancy, private practice of profession and trainings are authorized subject to existing rules and regulations of the Civil Service Commission and the duly approved KSU policies and upon approved and permission of the University President in writing.

Section 2. *Outside Teaching.* Regular members of the faculty are not allowed to teach or work for gainful purpose outside the State University unless authorized by the University President.

CHAPTER XII

ACADEMIC POLICIES

Article I. Curricular Programs.

Section 1. The college offers curricular programs that are in consonance with the regional and national development thrusts of the government.

Section 2. A Curriculum Review and Evaluation Committee shall be set up at the College's levels to periodically assess the responsiveness and relevance of curricular offerings, to propose necessary revisions, and to develop and propose new relevant curricular programs for endorsement by the Academic Council to the Board for Approval.

Section 3. All curricular programs shall be subject to periodic accreditation by the proper accrediting bodies to ensure quality and excellence of said programs.

Section 4. It is the objective of all colleges of the University to develop Centers of Excellence and Centers of development from its Curricular programs and to attain the highest level of typology status.

Article II. Academic Calendar.

There is a University Academic Calendar which conforms with the school calendar prescribed by CHED and approved by the board. It consists of three (3) terms: two (2) semesters of 18 weeks each and one (1) summer of 6 weeks.

Article III. Admission Policies

Section 1. All students who seek admission in the graduate, undergraduate and laboratory high school of the State University must comply with the entrance requirements prescribed by the Admission Office as recommended by the Administrative Council and approved by the Board of Regents.

Section 2. No student shall be denied admission to the university by reason of age, sex, race, religion and political affiliations and social status.

Section 3. Every applicant for admission in the college shall meet all the prescribed minimum requirements as:

3.a For Freshmen

- i. Form 138 or its equivalent
- ii. Certificate of Good Moral Character
- iii. NSO authenticated Birth Certificate
- iv. Marriage Certificate (for married female students)
- v. Permit to study in cases of employed students in the government or private agencies.
- vi. Must pass the Qualifying Test (if any)

3.b Transferees

- i. Transfer Credential
- ii. True Copy of Grades
- iii. Certificate of Good Moral Character
- iv. NSO authenticated Birth Certificate
- v. Marriage Certificate (for married female students)
- vi. Must pass the Qualifying Test (if any)
- vii. Must pass the interview and screening of the Guidance Office

- 3.c **Cross Enrollees**
 - i Permit to Cross-enroll
 - ii Certificate of Good Moral Character

- 3.d **Foreign Students**
 - i. Original Transcript of Records (in English)
 - ii. Personal Data
 - iii. Alien Certificate of Registration
 - iv. Student Visa
 - v. Original Passport
 - vi. Affidavit of Financial Support
 - vii. Must meet all requirements prescribed by the DFA and the NBI
 - viii. Non-refundable application fee of US \$100.00

- 3.e **Graduate School**
 - i. Transfer Credential
 - ii. Duly filled up application forms which include the following documents:
 - a) Original OTR from school last attended with BOT resolution for SUC's and Special Order (SO) or Registry of Graduates (ROG) FOR Private Schools;
 - b) Letter of References from recognized authorities in the discipline;
 - c) Certifications of English Proficiency for Foreign Students from non-English speaking countries; and
 - d) Non-refundable application fee of one hundred pesos (P100.00).

- 3.f **High School**
 - i. Form 138-A
 - ii. Certificate of Good Moral Character
 - iii. NSO authenticated Birth Certificate
 - iv. Must pass the Entrance Exam (for freshmen students)
 - v. Marriage Certificate (for married female students)
 - vi.

Section 4. An applicant with some lacking admission requirements may be temporarily admitted provided that he/she completes the requirements before the midterm examination. Failure to do shall deny him/ her admission during the next semester.

Article IV. Class Schedule and Distribution of Teaching Loads.

The Deans together with Department Chairmen distribute the teaching loads of the faculty members in their respective College. The class schedules are prepared in coordination with the Registrar.

Maximum utilization of physical and human resources are considered in the preparation of the class schedule and the faculty teaching load. The total teaching load of faculty member shall conform to the policy approved by the Board.

Article V. Students Academic Load.

Section 1. Undergraduate students are not allowed to take more than the number of units allowed in the curriculum per semester. However, a graduating student may be allowed to take the maximum load of 27 units during his/ her last semester before graduation.

Section 2. The number of units (loads) allowed during summer term shall be 6 units of technical or laboratory subject or 9 units of non-laboratory subject. In justifiable cases however, the Dean may allow 9 units of laboratory subject or 12 units on non-laboratory subject.

Section 3. Students are allowed to enroll in the other college within the university provided that the number of load does not exceed the maximum units allowed per semester/ term.

Section 4. A working student/ student assistant is allowed to enroll a maximum of 15 units only.

Article VI. Registration.

A student maybe allowed to register within one week after the start of classes, however he is considered as late enrollee and with a corresponding fine a s prescribed in the Student Manual.

Article VII. Cross - Registration.

Section 1. Students in the University may be allowed to cross-register in another college or university provided the approval of the Dean and the Registrar is secured and provided further that it does not exceed the number of units approved per semester. The permit specifies the subject/s to be cross enrolled.

Article VIII.Limits for the Completion of Degree Programs.

Section 1. A degree program in the undergraduate shall be finished by the student within a maximum of 6 years for a four-year course and seven (7) years for a five-year course.

Section 2. A masters Degree program in the Graduate school shall be finished within a maximum period of **5** years and a period of **7** years for a Doctorate degree.

Section 3. A Law Course shall be finished within a maximum of 6 years.

Section 4. Any student who fails to finish his degree program within the specified time shall be advised to take additional subjects.

Section 5. A student can apply for Leave of Absence (LOA) for a maximum of one year period for meritorious reasons so that he will not be considered overstaying in violation of the Maximum Residency Rule (MRR) in the State University. The LOA application will be evaluated by the academic council.

Article IX. Orientation Program.

An orientation program shall be conducted by the **Office of the Director for Student Development Services and Placement Services** at the beginning of every semester for the benefit of undergraduate students enrolling for the first time in the State University.

Article X. Attendance.

Section 1. No student is allowed absences exceeding twenty percent (20%) of the required attendance in any regular semester.

Section 2. Professors/ Instructors should control tardiness by reasonable penalties or by whatever measure may seem best adapted to the circumstances. Late arrival of fifteen (15) minutes can be counted as one hour period of absence.

Section 3. A grade of "4.00" is given to undergraduate student whose academic performance after the final examination falls between 70 - 74. A remark of "Conditional" is given in the grading sheet and the student is only allowed to remove the "4.00" grade within one (1) year by passing a long examination only. The maximum grade that a student can earn will be a grade of 3.00. Failure to pass the said examination will automatically mean a grade of "5.00" to be submitted by the professor concerned in the Registrar's Office.

Section 4. A grade of "5.00" is given a student whose academic performance is below the passing mark. A mark of "INC" is given to student who fails to take the Final Examination for valid reason or fails to submit all academic requirements provided his academic performance until the midterm meets the passing mark. A grade of "IP" (in progress) is given to a student who failed to complete his thesis (100 A and 100 B) within the semester.

Section 5. Adding/ Changing of subjects may be allowed seven (7) days after the start of classes subject to the approval of the program chairman and the Dean of the College where the student is enrolled.

Section 6. A student may add/change a subject within one (1) week after the opening of classes by submitting the duly approved prescribed form, provided he does not carry more than the maximum academic load allowed.

Section 7. Official dropping of subjects enrolled is allowed until the midterm.

Section 8. Transfer of students to other classes must be made only for valid reasons and with the consent of the professors, Program Chairman and the Dean concerned to be noted by the registrar.

Article XI. Request for the Offering of Un-programmed Subjects.

Subjects not scheduled for a given term may be offered upon written request of at least **twenty (20)** students for undergraduate and **ten (10)** students in the graduate level **with corresponding fees**, duly endorsed by the Program Chairman and approved by the Dean of the College/ Campus concerned to be noted by the Registrar. **Exception to the required number of petitioners** may be allowed under the following conditions:

- a. The student is graduating during the term;
- b. The subject requested is a major subject;
- c. When an old curriculum is superseded by new curriculum;
- d. Failure of students to take the subject/s is attributed to the institution; and
- e. Other policies duly approved by the BOR.

Article XII. Class Size.

Section 1. The size of a class under normal situation does not exceed fifty (50) students. However, beyond this number may be increased to sixty (60) depending upon available facilities, classrooms and the nature of class activities (e.g., lecture, discussion, recitation or laboratory work).

Section 2. The College/ Campus Dean has authority to limit enrollment if such limitation is necessary, subject to the approval of higher authorities.

Article XIII. Credits.

The University grants three (3) units to three hours of lecture or recitation each week. One (1) unit credit is given to every three (3) hours laboratory, field or shop work for one week and in accordance with CHED regulations.

Article XIV. Validation of Earned Credits from other Institutions.

A student, whose application for admission has already been approved, may apply for validation of earned credits for work done in another institution, subject to existing rules and regulations of the University.

Transferees shall complete in the University no less than fifty percent (50%) of the required subjects except those vying for graduation with honors.

The validation committee shall endorse the validation of earned units for the confirmation of the VP-ASD before the Registrar will finally credit as earned unit(s).

Article XV. Examination.

Section 1. The schedule for the midterm and the final examination shall be prepared by the Dean and posted one week before the examination. All instructors/professors are required to follow the schedule of examinations.

Section 2. The principal or chairman of the Laboratory High School shall schedule the examination in his department.

Section 3. Instructors/ professors are not allowed to re-schedule their examination without valid reasons and approval by the Dean.

Section 4. Students taking examinations not within the official examination schedule without valid reason shall be charged with prevailing special examination fee per subject.

Article XVI. Grading System.

Section 1. The performances of student in the undergraduate, **Law Course and Graduates Studies** are graded at the end of each term in accordance with the following system:

a. Undergraduate Courses

NUMERICAL GRADE	PERCENTAGE EQUIVALENT (%)
1.00	99-100
1.25	96-98
1.50	93-95
1.75	90-92
2.00	87-89
2.25	84-86
2.50	81-83
2.75	78-80
3.00	75-77
4.00	70-74 (Conditional Failure)
5.00	Failure
INC	Incomplete
IP	In Progress for Thesis good for 2-term only
OD	Officially Dropped
UD	Unofficially Dropped

b. Law Course Grading Scale

PERCENTAGE EQUIVALENT (%)	NUMERICAL GRADE
99-100	1.00
96-98	1.25
93-95	1.50
90-92	1.75
87-89	2.00

NUMERICAL GRADE	PERCENTAGE EQUIVALENT
1.00	97-100
1.25	94-96
1.50	91-93
1.75	88-90 (Passing grade for Doctorate Degree)
2.00	85-87 (Passing grade for Master's Degree)

84-86	2.25
81-83	2.50
78-80	2.75
75-77	3.00
70-74 (Conditional Failure)	4.00
Failure	5.00
Incomplete	INC
Officially dropped	OD
Unofficially Dropped	UD

- c. Graduate Degree Program
b.1. Master's Degree and Doctorate Degree

<u>Area of concern</u>	<u>Weight</u>
Attendance	5%
Oral/ Written Report	30%
Class Discussion/ Term Paper	25%
Final Examination	<u>40%</u>
Total	100%

5.00	Failed
INC	Incomplete
IP	In Progress for Thesis, Dissertation, FS and GP good for 2-term only
OD	Officially Dropped
UD	Unofficially Dropped

Removal of Incomplete (INC) and Conditional failure (4.00) and In Progress (IP) grades shall be done within one (1) school year. Failure of students to do so shall be enough cause for the Office of the Registrar to convert the “INC”, “4.00” and “IP” to automatically become “5.00” and with a failure mark in the said subject of the student.

Section 2. Every member of the faculty/teaching staff of the State University is required to submit his report of grades within one (1) week from the last day of the scheduled final examinations.

Section 3. Instructors/ professors are required to inform their students periodically of their performance in any subject.

Section 4. The grading system in the high school department should follow the grading system set by the Department of Education (DEP-ED). However, the High School management can adopt policies as practiced by others SUC’s and approved by the KSU-BOR in order to evade the voluminous paper works after graduation as practiced by DEP-ED.

Section 5. The grading system in the undergraduate level shall harmonize with the provisions of the Revised Student Handbook.

Section 6. The grading system in the Graduate level shall be in accordance with the provisions of the Revised IGS Manual.

Section 7. The College of Law shall follow the absolute grading system depending on the performance of the students with a grade of 75 as passing **and 100 as the** highest, following the distribution as:

Area of Concern	Weight
Attendance	5%
Oral/ Written Report	30%
Class Discussion / Recitation	25%
Written Examination (Midterm or Final)	40%
Total	100%

The Final Grade is computed as 1/3 Midterm Grade plus 2/3 Final Term Grade. In formula, $FG = 1/3 MTG + 2/3 FTG$.

Section 8. Additional subjects taken voluntarily by a student in any of the levels which are not part of their respective curriculum shall still be given grades in accordance with the above stated sections, where applicable, and

shall still be written in their Official Transcript of Records, however it cannot be used as substitute of the appropriate subjects for the said course and it cannot be included in the computation of the total average weighted grade for purposes of determining those graduating with honors.

Section 9. Grades must not be changed after the Grading Sheets have been submitted to the HS Principal/ College Dean/ Registrar's Office. Grading Sheets become the property of the Offices of the HS Principal, College/ Campus Dean and the Registrar once submitted to them.

Article XVII. Scholastic Delinquency.

Section 1. Any student who fails in fifty percent (50%) or more of his subjects during a particular term is classified under probation and be given warning and shall be allowed to enroll a maximum of fifteen (15) units during the succeeding semester.

Article XVIII. Transfer Credentials.

A student who desires to leave the State University, shall be granted transfer credentials by the Dean through the Registrar.

Article XIX. Graduation Requirements.

Section 1. A student is recommended for graduation if he has satisfied all academic and other requirements prescribed by the College/ Campus/ University Academic Council.

Section 2. A graduating student is required to file an application for Graduation with the Office of the Registrar through the College/ Campus Dean/ Administrator within four (4) weeks after the regular enrolment period during his/ her last semester in the university.

Article XX. Graduation with Honors.

Section 1. Undergraduate students who have completed their courses with the following averages, computed on the basis of credits, shall be graduated with honors to be inscribed in their diplomas and transcripts of records, with no pending failures, and no dropped subjects in their academic records.

Summa Cum Laude	=	1.00 to 1.24
Magna Cum Laude	=	1.25 to 1.50
Cum Laude	=	1.51 to 1.75

Provided, that no grade lower than **2.25** has been earned in any academic subjects.

Section 2. Any student who meets the grades requirement for graduation with honors but cannot qualify for such due to lack of residency shall be given a Dean's List Award, during an appropriate occasion.

Computation of the weighted average grade shall be carried to the third decimal place; provided, that all the grades in the academic subjects which is prescribed in the curriculum and taken in the University shall be included in the computation of the average including physical education. However, failing grade in CWTS or in ROTC shall disqualify a candidate to graduate with honors.

Section 2. Candidates for graduation with honors shall have taken, during each semester, the normal load prescribed in the curriculum.

Section 3. Candidates for graduation with honors shall have completed in the University at least seventy five percent (75%) of the total number of academic credits for graduation and shall have been in residence therein for at least three years immediately preceding graduation.

Section 4. Transferees who have completed at least seventy five percent (75%) of the course required and have acquired residence shall be conferred with honors; provided that he has no grades lower than 2.25 in the College or University he has previously attended.

Section 5. Graduating students who cannot qualify honors due to lack residency, and dean's lister grades lower than 2.25 shall be awarded the Dean's listers awards or appropriate award.

Section 6. The granting of honors to students in the Secondary Department shall follow the latest scheme prescribed by the Department of Education (DEP-ED).

Article XXI. Conferment of Honorary Degrees.

The State University may confer honorary degrees to highly deserving and qualified individuals in accordance with existing CHED policies and policies and standards of KSU duly approved by the Board of Regents.

Article XXII. Commencement and Baccalaureate Exercises.

Section 1. The University Academic Council fixes the time and place of the commencement and baccalaureate exercises.

Section 2. All graduating students are required to attend the commencement and baccalaureate exercises as scheduled unless the Dean concerned recommends the graduation of a student in absentia on grounds of sickness or other equally valid reasons which must be supported by strong evidence; provided, that the student has met all the requirements including payment of all necessary fees.

Article XXIII. Academic Habiliments.

Candidates for graduation with degrees or titles or certificates as well as all members of the academic staff/ faculty and key officials of the University are required to wear academic gowns during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

Article XXIV. Request for Official Transcript of Records.

Section 1. Request for the issuance of the Official Transcript of Records shall be filed in the Registrar's Office at least fifteen (15) days before expected date of release of such records.

Section 2. Graduating students are issued their Official Transcript of Records and Diploma during the exercises **upon submission of necessary clearance prior to graduation exercises.**

CHAPTER XIII

RESEARCH AND EXTENSION SERVICES

Article I Research and Development.

Section 1. *Mandate.*

The Kalinga State University Research and Development Services is mandated to conduct research and development programs in priority disciplines and key areas for improving instructional programs and to promote the development of indigenous rural communities and farmers through the generation of matured appropriate technologies for increased agro-industrial productivity. It also seeks knowledge and sustainable technologies that are economically viable, socially acceptable, and environmentally friendly to support local, national and regional development.

Section 2. *General Policy Statement*

The State University in consonance with its mandate to perform its four-fold functions of Instruction, Research, Extension and Production, provides policy directions for an effective management, administration and support systems in the conduct of research and development priorities. It provides a conducive environment for the furtherance of the goals of higher education in its various academic disciplines, as well as sustainable researches that are technologically feasible, locally responsive and globally competitive.

Section 3. *Research Thrusts and Directions*

The Research and Development thrust of the State University is directed to give priority support to the local, regional and national development goals. These research thrusts harmonize with agenda of the government.

Section 4. There is a University Research Council which formulates policies and guidelines for Research and Development.

Section 5. *Policy Guidelines.*

- a. All faculty members are mandated to participate, promote and enhance the effectiveness of the research and development programs of the State University;

- b. It is a must for faculty members with a rank of Professor to conduct research in their field of specialization as study/project/program leader in accordance with the provision of NBC 461;
- c. It is the responsibility of the Research and Development Office to plan, implement, monitor, coordinate and evaluate the research programs/ projects of the State University;
- d. The overall performance rating of faculty and research personnel includes their research and development functions or activities as deemed applicable;
- e. A faculty/ staff involved in research and development activities and special projects is given corresponding credit units in the workload or appropriate incentives and privileges based on existing policies;
- f. Faculty members/ administrative personnel's involvement in research-related special projects is limited to those covered by a MOA entered into between the State University and the sponsoring agency.

Article II. Extension Services.

Section 1. *Mandate.*

The Extension Service shall package and disseminates appropriate technologies, new knowledge and information generated by research, implement extension projects in promoting productivity towards the improvement of the quality of life.

Section 2. *General Policy Statement*

The State University, through its extension programs and services, is committed to transform the countryside into self-reliant and progressive modern communities by establishing linkages and working closely with the GO's, NGO's, PO's, GA's and LGU's, towards the improvement of the general welfare and quality of life of its clientele.

Section 3. There is a University Extension and Training Council (ETC) which formulates policies and guidelines for Extension and Development and Training.

Section 4. *Policy Guidelines*

- a. All faculty members are mandated to participate, promote and enhance the effectiveness of the extension programs of the State University;

- b. It is the responsibility of the Extension Services Office to plan, monitor, coordinate and evaluate extension programs/ projects of the State University;
- c. Faculty members who do not meet the required teaching load are encouraged to engage in the conduct of duly-approved extension projects in line with their specialization;
- d. The over-all performance rating of a faculty member includes his extension activities as deemed applicable;
- e. Faculty and staff members engaged in the conduct of duly-approved extension projects, either funded by the College or other agencies, are entitled to receive incentives in accordance with the existing policies of the State University; and
- f. Faculty members' involvement in special projects in extension is limited to those covered by a MOA between the State University and the sponsoring agency (ies), the terms and conditions of which are mutually beneficial to both parties and be sanctioned by the Board of Regents.

CHAPTER XIV

BUSINESS AFFAIRS AND PRODUCTION

Article I. Mandate.

Income Generation is the fourth program thrust of the State University, based on the provision of National Budget Circular (NBC) 331. It is tasked to effectively and efficiently operate and manage all the Income Generating Projects (IGP's) intended to support and complement the three (3) major programs thrusts on Instruction, Research, and Extension and additional financial sources of the State University.

Article II. Objectives.

The Income Generating Projects Office aims to develop entrepreneurship effectively and efficiently operates and manages all income generating enterprises of the State University, and serves as a model in entrepreneurial and managerial education. Its specific objectives are:

- a. To manage and supervise all IGP's of the State University by harnessing all its resources, facilities and expertise;
- b. To catalyze and complement Instruction, Research and Extension programs of the State University;

- c. To spearhead the generation of funds to augment the subsidy from the national government;
- d. To provide quality products to faculty, staff and students at affordable prices;
- e. To provide opportunities to some faculty and staff to augment their income, and to provide employment for students to earn while learning;
- f. To enhance entrepreneurship education through viable, profitable and well-managed projects;
- g. To provide models for farmers, students and other clientele;
- h. To hasten the attainment of fiscal autonomy of the State University, in support to its goal of evolving into a university.

Article III. Management Structure

The KSU Business Affairs Office (BAO) shall serve as the implementing arm of the State University on the operation of Income-Generating Projects (IGPs). The structure of the organization has three levels of management. The top level management is the Board of Management, the second level is headed by the Director of the Business Affairs Office and the third management level consists of the Heads of the Agri and Non-Agri-Auxiliary IGPs, Head of the Marketing and Product Development Services and the Project Leaders of the different income-generating projects.

The Board of Management (BOM) is chaired by the State University President and the Director of the BAO as the Vice Chairman with (5) members who shall be designated by the University college president coming from various disciplines and specializations like administration, fiscal management , agribusiness/business management , and marketing. The Vice Chairman is likely designated by the state university president. The BOM staff includes the Board Secretary, the administrative staff, agribusiness/ business analyst, and consultants.

CHAPTER XV

ADMINISTRATIVE SERVICES AND GENERAL REGULATIONS

Article I. The Administrative Services.

Section 1. *Purpose*

The Administrative Services of the State University has the primary purpose of serving the academic, research and extension and production thrusts of the State University.

Section 2. *Composition*

The Administrative personnel of the State University is composed of the University President and staff, Vice President for Academics and Student Development, Vice President for Administration and Finance, Vice President for Research, Development, Extension and Training, Directors, Campus Administrators, Deans, Program Chairman, Principal and other officials who perform the duties of their position as defined and those assigned by the University President.

Article II. General Provisions.

Section 1. Administrative personnel refers to the administrative staff with plantilla items designated or both, doing or performing administrative functions/ services. Said personnel may be assigned to teach as the need arises in addition to their major functions, in the exigency of the service and in exceptional cases.

Section 2. Officers and employees have their duties, responsibilities and accountabilities and must serve the University with utmost responsibility, integrity, loyalty and efficiency.

Section 3. The terms and conditions of employment of all employees are fixed by law and/ or by proper or designated authorities or in accordance with Civil Service rules, regulations, policies and guidelines approved by the Board of Trustees.

Section 4. Salaries and wages of officials and employees are in accordance with approved Plantilla.

Article III. Personnel Policies and Standards.

Section 1. There is a Merit Promotion System which promulgates and implements guidelines on the recruitment, selection/ appointment and promotion of the administrative personnel of the State University.

Section 2. All employees of the State University are appointed by the Board of Regents, upon the recommendation of the President of the University and the Recruitment and Selection Board and are made in accordance with existing Civil Service Laws and all other pertinent guidelines that the Board of Regents may adopt. Appointment of employees may be permanent or temporary.

Emergency and/ or contractual employees are likewise appointed by the President of the State University upon the recommendation of the Recruitment and Selection Board.

Section 3. *Promotion.* When vacancy exists, it may be filled up by promotion in accordance with Civil Service laws, rules and regulations and policies prescribed by the State University.

Section 4. *Transfer.* An employee may be transferred from one position to another which is of equivalent rank, level or salary without break in service. Request and permit to transfer must be made in accordance to Civil Service laws, rules and regulations.

Section 5. *Reinstatement.* An employee who has been permanently appointed to a position and who, through no delinquency or misconduct, has been separated therefrom may be reinstated, subject to available position in the same level for which he is qualified.

Section 6. *Reemployment.* An employee who has been appointed permanent to a position and who has been separated from service can be considered for selection and reappointment, but treated as a new applicant; provided the separation is not due to conviction of administrative and/ or criminal case.

Section 7. *Detail.* In the exigency of the service, an employee may be detailed/ assigned to one agency or another and/or other work through a special order by the President and duly approved by the Board of Regents.

Section 8. *Reassignment.* In the exigency of the service, an employee may be reassigned from one Unit/ Department/ Campus to another, provided that such reassignment does not involve a reduction in rank, status or salary.

Section 9. *Secondment.* An employee of the University may be seconded to another agency with a maximum of three (3) years duly covered by a MOA between the agency and the University, subject however, to the provisions on the general guidelines of secondment of the Civil Service Commission.

Section 10. Any member of the academic staff of the State University may be assigned by the President on special detail within the Philippines or abroad for the benefit of the State University and under such conditions as may be prescribed by the President, subject to the rules of the Civil Service Commission and the University.

Section 11. *Designations.* The State University establishes, adopts and implements a policy setting qualifications and terms of office of designated officers and/ or employees to hold an administrative function.

Section 12. *Performance Evaluation System.* A performance evaluation system is adopted in order to improve the efficiency, effectiveness and productiveness of the personnel.

Section 13. *Employee Incentive and Award System.* The State University establishes an Employee Incentive and Award System to encourage creativity,

innovativeness, efficiency, loyalty, integrity, and productivity, by recognizing and rewarding officials and employees for their accomplishments.

Section 14. *Employee Relations and Services.* The State University must establish policies/ provisions for the creation of an atmosphere conducive to good supervisor-employee relations and the improvement of an employee's morale.

Section 15. *Complaints and Grievances.* The State University establishes a complaint and Grievance machinery to help promote wholesome and desirable employee relations and to prevent employees' discontentment and dissatisfaction.

Section 16. *Faculty and Staff Development Program.* The State University establishes a continuing program for personnel development based on the five (5) year faculty and staff Development Program of the various colleges and offices approved by the Board of Regents.

Article IV. Personnel Discipline.

Section 1. All University officials and employees are at all times guided by R.A. 6713 known as the Code of Conduct and Ethical Standards for Public Officials and Employees and by the Civil Service rules, in Section 5 of P.D. 807, and they discharge their duties and responsibilities as authorized by law.

Section 2. Any officer or employee in the State University shall not be removed or suspended except for cause, as provided for by the law and after due process.

Article V. Prohibitions.

Section 1. *Nepotism.* Appointments to non-confidential position made in favor of a relative of the appointing or recommending authority, or of the head of office, or of the persons exercising immediate supervision over him are prohibited and are subjected to Civil Service laws, rules, and regulations.

Section 2. *Additional Compensation.* An officer or employee does not receive additional compensation unless specifically authorized by law.

Section 3. Any employee of the State University cannot without permission from the President, practice any profession or manages personally a private enterprise which in anyway may adversely affect his efficiency and the functions of his office, nor directly be interested financially in any contract with the University unless permitted by the Board of Regents.

Article VI. Benefits.

Section 1. Faculty and Employees are entitled to at least one annual/ physical/ medical examination, and other medical benefits funded by the State University.

Section 2. As mandated, the State University implements the rules and regulations of the Government Service Insurance System, and other laws/policies of health care insurances.

Section 3. The State University finds ways and means to provide housing and dormitories to its students and employees/ personnel, subject to the policies, rules, and regulations and the affordability of the State College.

Section 4. The State University recognizes the rights of employees for collective negotiating agreement in pursuit of their economic, social, educational, health welfare benefits and privileges.

Section 5. The State University recognizes the rights of employees to access of opportunities for professional growth and development subject to policies, standards, procedures, rules and regulations duly established and approved by its governing board.

Section 6. In consonance with existing laws and state policies, the state university recognizes the rights and privileges of employees to association for the promotion of their welfare and purposes not contrary to existing laws of the land.

Section 7. In order to give due cognizance to the loyalty and services of retiring employees the state university grants a two weeks official leave of absence for purposes of enabling them to accomplish requirements necessary for retirement.

Section 8. As non-monetary incentives, the state university grants tuition waiver privileges deductions or scholarship to children of employees enrolled in KSU on a pro-rated basis.

Article VII. Physical and Infrastructure Management and Development of the State University

Section 1. The State University Infrastructure Program is under the general supervision of the Director for Planning and Infrastructure, who is responsible for the care and maintenance of the infrastructure and other structures.

Section 2. The Campus Administrators/College Deans and Principal are the custodians of the buildings and other infrastructures in their respective campuses/colleges.

Section 3. The State University adopts government policies regarding infrastructure and development projects.

Article VIII. Financial Operation.

Section 1. The annual budget of the State University is coordinated by the different operating offices/ units based on annual plans, to be consolidated by the budget officer for presentation to the Administrative Council for

deliberation before the approval of the Board of Regents and endorsement to the Department of Budget and Management.

Section 2. *Regulation for Foreign and Local Travel.* Expenses for foreign and local travels are subject to the provision of existing laws, rules, and regulations and policies of the University duly-approved by the Board of Regents.

Article IX. Miscellaneous Provisions.

Section 1. *Access to Information.* The State University establishes an Information System that provides and inform the public with official records, and/or documents, and papers pertaining to official acts, transactions, or decisions as well as to policies, rules, and regulations, subject to such limitations as may be provided by law. The University has, in place, Freedom of information manual, in accordance with the Executive Order No. 2 of the President of the Philippines.

Section 2. *Transparency.* The State University establishes measures and standards and bodies/ committees which ensure transparency or openness on official transactions such as in bidding, purchases, and other financial transactions including contracts, status of projects and all other matters involving public interest. It strictly prohibits the sale of Instructional Manual privately by individuals for their personal interest.

Section 3. *Prohibition of Sales and Solicitations.* Sales of merchandise, tickets, subscription for insurance securities, publications and other promotional or charity schemes are not conducted in the State University. Likewise, the State University personnel and students must first secure a permit from appropriate office in the State University before conducting solicitations/ contributions inside or outside the State University.

Section 4. *Stray Animals.* Stray animals owned by the State University officials and personnel are not allowed to graze, tether, pasture within the University premises/ campus.

Section 5. *Bids of University Project/ Equipment.* All transactions of the State University subject to bidding should comply with the existing government laws, rules, and regulations on public bidding.

Section 6. *Sale and Disposal of State University Property.* The sale and disposal of equipment or any property of the State University shall be in accordance with existing government laws, rules, and regulations and/or auditing and accounting procedures.

CHAPTER XVI

STUDENT WELFARE

Article I. Student Welfare.

Section 1. *Scholarship for Students.* The State University provide a system of scholarships and assistance to qualified students, subject to existing policies and rules.

Section 2. Within the limit of the resources of the State University, it provides and maintains student dormitories that are safe, decent and sanitary.

Section 3. Students may avail for themselves medical and dental services.

Article II. Tuition and other Fees.

Section 1. *General Provision.* The administration can recommend to the Board of Regents (BOR) for their approval the increase on the rate of tuition and other fees based on prescribed policies and in accordance with existing laws.

Section 2. *Mode of Payment.* Payment of fees shall be paid in cash in full or installment basis.

Section 3. Refund of payments made on tuition fee may be allowed within (5) days from the start of classes in accordance with policies approved by the Board of Regents.

Article III. Student Organizations.

Section 1. Any group of fifteen (15) students may apply to organize and operate a student organization for purposes not contrary to law and to the rules and policies of the State University.

Section 2. Only duly recognized student organizations are entitled to the use of available school facilities, subject to the existing University Policies.

Section 3. All student organizations are prohibited from using force, directly or indirectly, or using initiation rites for its incoming members. Humiliating or degrading initiation rites should likewise be prohibited. Violation of these regulations shall be dealt with accordingly by proper authorities in accordance with the existing policies of the University and other laws of the land.

Section 4. The anti-hazing Policy to be based on the provisions of R.A. 8099, otherwise known as the Anti-Hazing Law shall be implemented by the State University.

Section 5. *Publication.* The State University upholds and protects the freedom of the press.

Article IV. Norms of Conduct, Discipline and Sanctions.

Every student observes the laws of the land, the rules and regulations of the State University and the accepted standards of good behavior.

The Rules and Regulations as stipulated in the Norms of Conduct for KSU students as approved by the Board of Regents with their corresponding sanctions are used as the basis in imposing penalties to erring students.

Article V. Disciplinary Actions.

Section 1. *General Provision.* Disciplinary action may take the form of expulsion, suspension, exclusion from any class, reprimand, warning or the student may ask for an apology due to his misconduct. The gravity of the offense committed and the circumstances attendant to its commission determine the nature of the penalty which is immediately meted to erring students, if proven guilty beyond reasonable doubt by the appropriate body in accordance with the approved policies of the University.

Section 2. In case of expulsion, the President decides the same, upon recommendation of the investigating body concerned. The expulsion takes effect upon the approval of the Board of Regents.

Article VI. Disciplinary Board.

Section 1. There shall be a Disciplinary Board to resolve students' complaints/ grievances. It shall be constituted by the Vice President for Academics **and Student Development** as chairman, the Director for Student Services and Admission as Vice Chairman, the University Legal Officer, the Campus Administrator, Dean concerned, the University Guidance Counselor, the CSG President, the Student Affairs Coordinator, and the SSC President where the complaint arose are the members.

CHAPTER XVII

ALUMNI AFFAIRS

The Alumni of the Kalinga State University is composed of the Secondary, Tertiary, Master's and Doctoral graduates of the whole Kalinga State University. It also includes the secondary, post secondary and tertiary graduates of the former BIBAK National Agricultural School and the Kalinga Community College then the Kalinga Community College of Trade and Industry.

CHAPTER XVIII

EXTERNAL AFFAIRS AND LINKAGES

The Kalinga State University seeks to establish strong external relations and functional linkages with the national and international agencies or institutions, whether private or government.

All linkages shall be official and shall be covered by legally-accepted documents.

CHAPTER XIX

MISCELLANEOUS INTERNAL AFFAIRS

Article I. Communication Flow

The University hereby establishes a policy on the flow of communication between and among the offices, recognizing protocols and duly-accepted channels, to promote harmonious relationships among offices, campuses, and units thereby leading to efficient and effective management system thereby producing higher organizational outputs.

Section 1. Bottom-to-Top Management Communication Flow

Communications emanating from the bottom structure such as from the faculty, staff or students directed to higher offices should pass through channels to avoid by-passing. This is to give knowledge and information to the officials along the channels on the subject matter/object or substance of the said communication thus enabling said next higher office to make solutions on his level on the content of the communication especially if it is a problem. This is also to enable the officials along the channel to make an account of the content of the communication for monitoring purposes.

Section 2. Top-to-Bottom Communication Flow

Communications emanating from a higher office addressed to a lower office in the structure has to consider the line function in the organizational structure. Similarly, downward communications shall also pass through channels along the said line function.

Section 3. Horizontal Communication Flow

Horizontal communication flow shall consider the line of Authority in the organizational Structure of the University. A middle level office in one function cannot channel its communication directly to an equal office in the other function without properly passing it through the Offices connected with line function.

Article II. Signatory to Official Documents

The university has in place policies based on existing laws, authorizing accountable officials to sign official documents such as but not limited to diplomas, certificates, reports for submission to higher offices, financial forms, Certification, clearances for students and employees, official Transcript of Records, Vouchers, Trip tickets, Travel Orders, etc.

Decentralization of signatories of documents is practiced by the University for efficiency purposes.

CHAPTER XX

PENALTY CLAUSE

Violation of any provision of this Code shall be dealt with administratively and criminally.

CHAPTER XX

AMENDMENTS AND REPEAL

Section 1. Any provision in this Code may be amended at any regular meeting called specifically for the purpose by the Board of Regents sitting *en banc*, except for rules and regulations provided for by existing rules and laws.

Section 2. Existing laws, rules and policies of the State University which are already obsolete and those that are in conflict with the provisions of this Code are hereby declared repealed. Existing committees, which are also obsolete by this Code, are hereby dissolved.

CHAPTER XXI

EFFECTIVITY

This Code takes effect upon the approval of the Board of Regents.

ENCLOSURE A. RA 10584

ENCLOSURE B. RA. 8292

ENCLOSURE C. KSU Organizational Structure