The Revised Code of the University of the Philippines

(Approved 682nd Special BOR Meeting, Jan. 9, 1961)

P R E F A C E

This publication was prepared pursuant to Administrative Order No. 260, dated October 22, 1974, designating the U.P. Law Center "to collate, update and publish the Revised Code of the University of the Philippines System preparatory to the comprehensive revision of said code."

The execution of this task was by no means easy. Firstly, there was the difficulty of searching for the relevant laws, resolutions, and executive and administrative orders. This problem was particularly met with respect to the period from 1961-1969, when the University System still had no Official Gazette. For this period, the Center heavily relied on materials provided by the Office of the President and the Office of General Services. For the years following this period, the Center had to depend mostly on the Official Gazette in addition to materials made available by the above-mentioned offices.

Difficulty of access to the needed materials was not the only problem. As difficult, if not more difficult, was the selection of the materials, which were numerous, and how to incorporate them in the provisions of the Code. This problem was especially encountered in connection with laws, resolutions, and executive and administrative orders which, while not expressly amending, modifying, amplifying, superseding, or repealing certain provisions of the Code, have the implied effect of doing so. Some of these simply cannot be incorporated in the Code without entailing substantial revision of entire chapters, even titles, of it. At the same time, they are so important that they cannot be left unaccounted for.

In view of this problem, the Center incorporated in the provisions of the Code only those laws and Board resolutions which expressly amend the charter and the Code and such of those which do so impliedly as can be incorporated without entailing the problem adverted to above. As to other laws, resolutions and executive and

administrative orders, the Center had no recourse except to resort to the use of footnotes and appendices. Many of the footnotes make reference to the appendices while others explain or amplify certain provisions of the Code in the light of developments since 1961.

This work does not claim to be free from error. It is entirely possible that there might be some omission of important rules or resolutions which can qualify for incorporation in the Code or as appendices. But, on the basis of the available materials, the Center certainly did its best to make this edition of the Code as exhaustive, accurate and useful as possible, not only as a guide for the University officialdom and populace but as a material for the projected revision of the Code.

Acknowledgment must be made of the special contribution of the Division of Research and Law Reform of the U.P. Law Center to which this job was entrusted, particularly Prof. Esteban B. Bautista, Assistant Head of the Division, who prepared the manuscript; Prof. Sulpicio Guevara, Division Head, who went over the manuscript and made valuable suggestions; the Division's clerical force - Mr. Primo S. Arinas, Mrs. Zenaida P. Cruz, Miss Elizabeth O. Rivera, and Mrs. Milagros A. Callado - who did the stenciling and helped in the proof-reading; and the Administrative Division which took care of the mimeographing and binding.

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THE UNIVERSITY CHARTER

THE UNIVERSITY CHARTER*

AN ACT FOR THE PURPOSE OF FOUNDING A UNIVERSITY FOR THE PHILIPPINE ISLANDS, GIVING IT CORPORATE EXISTENCE, PROVIDING FOR A BOARD OF REGENTS, DEFINING THE BOARD'S RESPONSIBILITIES AND DUTIES, PROVIDING HIGHER AND PROFESSIONAL INSTRUCTION, AND FOR OTHER PURPOSES.

(Act No. 1870 took effect on its passage, June 18, 1908. It was amended by: Act No. 2024 which took effect on its passage on January 30, 1911; Act No. 2483 which took effect on its passage, February 5, 1915; Act No. 2759 which took effect on its approval, February 23, 1918; Act No. 3197 which took effect on its approval, December 2, 1924; Act No. 3745 which took effect on its approval, November 24, 1930; Act No. 4044 which took effect on its approval, February 12, 1933; Commonwealth Act No. 64 which took effect on its approval, October 21, 1936; Commonwealth Act No. 443 which took effect on its approval, June 3, 1939, and Republic Act No. 101 which took effect on its approval, May 30, 1947).

By authority of the United States, be it enacted by the Philippine Legislature, that:

SECTION 1. The Governor General is hereby authorized, within the powers and limitations hereinafter specified, to establish in the City of Manila, or at the point he may deem most convenient, a university which shall be known by the designation of "University of the Philippines," the same being organized as a corporation under that name. (Act No. 1870).

SEC. 2. The purpose of said university shall be to provide advanced instruction in literature, philosophy, the sciences, and arts, and to give professional and technical training. (Act No. 1870).

SEC. 3. No student shall be denied admission to the university by reason of age, sex, RACE, nationality, religious belief, or political affiliation. (Act No. 1870).

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* See also Appendix "A" (Pres. Dec. No. 58), pp. 131-132, <u>infra</u>.

SEC. 4. The government of said university is vested in a board of regents to be known as the "Board of Regents of the University of the Philippines." The Board of Regents shall be composed of the Secretary of Education and Culture as Chairman of the Board, the President of the University of the Philippines System as Vice-Chairman of the Board, the Undersecretary of Agriculture, the Chairman of the Senate Committee on Education, the Chairman of the House Committee on Education, the Chancellors of the member universities of the System, the President of the U.P. Alumni Association, one Regent representing the Student Body, six other Regents appointed by the President of the Philippines, at least four of whom are alumni of the University. The President of the University shall be elected and his compensation shall be fixed by the Board of Regents.

Of the seven additional members first appointed as above provided, the President shall designate one to serve for one year, one to serve for two years, one to serve for three years, one to serve for four years, one to serve for five years, one to serve for six years and one to serve for seven years. Thereafter, the successors of such members shall hold office for a term of seven years or until their successors are appointed. In case of a vacancy among the members of the Board of Regents, such vacancy shall be filled by appointment by the President of the Philippines, with the consent of the Commission on Appointments of the Congress of the Philippines (National Assembly) and such appointee shall hold office for the unexpired term. All members of the Board of Regents shall be residents of the Philippines. No person in the employ of the university or in any educational institution in any capacity whatsoever, whether as dean, professor, instructor, lecturer, or otherwise, shall be eligible to membership on the Board; Provided, however, That any person now holding office as member of the Board of Regents at the time of the approval of this Act shall continue to hold office until the expiration of his term.

Members shall serve without compensation other than actual and necessary expenses incurred either in attendance upon meetings of the Board or upon other official business authorized by resolution of the Board.

(Act No. 1870 as finally amended by Commonwealth Act No. 443, approved June 3, 1939. This section had been previously amended by Act No. 2024, January 30, 1911; Act No. 2759, February 23, 1918; Act No. 3179, December 2, 1924; Act No. 4044, February 12, 1933, and Commonwealth Act No. 64, October 21, 1936. The amendments involved changes in the composition of the Board of Regents).

SEC. 5. The University of the Philippines shall have the general powers set out in section thirteen of Act Numbered Fourteen hundred and fifty-nine, and the administration of said university and the exercise of its corporate powers are hereby vested exclusively in the Board of Regents and the President of the university in so far as authorized by said Board. (Act No. 1870, as amended by Act No. 2759, February 23, 1939).

SEC. 6. The Board of Regents shall have the following powers and duties in addition to its general powers of administration and the exercise of the powers of the corporation:

(a) To receive and appropriate to the ends specified by law such sums as may be provided by law for the support of the university. (Act No. 1870).

(b) To provide for the establishment of one or more Colleges of Liberal Arts, a College of Law, a College of Social and Political Science, a College of Medicine and Surgery, a College of Pharmacy, a College of Dentistry, a College of Veterinary Science, a College of Engineering, a College of Mines, a College of Agriculture, a College of Education, a School of Fine Arts, a School of Forestry, a Conservatory of Music, and such other colleges and schools as the Board of Regents may deem necessary; Provided, That the Board of Regents may establish these colleges,

or any of them, in Manila or in any other places in the Archipelago, as soon as in its judgment conditions shall favor their opening and funds shall be available for their maintenance: and Provided, further, That the Board of Regents shall have power to combine two or more of the colleges authorized by this Act, in the interests of economy and efficiency; and Provided, finally, That the Philippine Medical School, as established by Act Numbered Fourteen hundred and fifteen, as amended, shall become the College of Medicine and Surgery of the Philippine University as soon as two or more colleges of the University of the Philippines shall have been established and in actual operation. (Act No. 1870, as amended by Act No. 2024, January 30, 1911, and finally amended by Act No. 2759, February 23, 1918).

(c) To confer honorary degrees upon persons in recognition of learning, statemanship, or eminence in literature, science, or art; Provided, That such degree shall not be conferred in consideration of the payment of money or other valuable consideration. (Act No. 1870, as amended by Republic Act No. 101, May 30, 1947).

(d) To establish chairs in the colleges hereinbefore mentioned, and to provide for the maintenance or endowment of such chairs, as well as to provide for such other professors, assistant professors, instructors, tutors, and lecturers as the progress of instruction may make necessary, and to fix the compensation pertaining to such positions. (Act No. 1870).

(e) To appoint, on the recommendation of the President of the University, professors, instructors, lecturers and other employees of the university; to fix their compensation, hours of service, and such other duties and conditions as it may deem proper; to grant them in its discretion leave of absence under such regulations as it may promulgate, and other provisions of law to the contrary notwithstanding, and to remove them for cause after investigation and hearing shall have been had. (Act No. 1870, as amended by Act No. 2759, February 23, 1918 and Act No. 3745, November 24, 1930).

(f) To approve the courses of study and rules of discipline drawn up by the University Council as hereinafter provided; to fix the tuition fees required of students, as well as matriculation fees, graduation fees, and fees for laboratory courses, and all special fees, and to remit the same in special cases. (Act No. 1870).

(g) To provide followships and scholarships and to award the same to students giving special evidence of merit. (Act No. 1870);

(h) To prescribe rules for its own government, and to enact for the government of the University such general ordinances and regulations, not contrary to law, as are consistent with the purposes of the university as defined in section two of this Act. (Act No. 1870).

(i) To receive in trust, legacies, gifts, and donations of real and personal property of all kinds and to adminster the same for the benefit of the university, or of a department thereof, or for aid to any student or students, in accordance with the direction or instructions of the donor, and, in default thereof, in such manner as the Board of Regents may, in its discretion, determine. (Act No. 2483, February 5, 1915).

SEC. 7. A quorum of the Board of Regents shall consist of a majority of all the members holding office at the time the meeting of the Board is called. All processes against the Board of Regents shall be served on the president or secretary thereof. (Act No. 1870).

SEC. 8. On or before the tenth day of August of each year, the Board of Regents shall file with the President of the Philippines (Governor General) a detailed report, setting forth the progress, conditions and needs of the university. (Act No. 1870).

SEC. 9. There shall be a University Council consisting of the President of the university and of all instructors in the university holding the rank of professor, associate professor, or assistant professor. The Council shall have the power to prescribe the courses of study and rules of discipline, subject to the approval of the Board of Regents. It shall

fix the requirements for admission to any college of the university, as well as for graduation and the receiving of a degree. The Council alone shall have the power to recommend students or others to be recipients of degrees. Through its president or committees, it shall have disciplinary power over the students within the limits prescribed by the rules of discipline approved by the Board of Regents. The powers and duties of the President of the university, in addition to those specifically provided for in this Act, shall be those usually pertaining to the Office of the president of a university. (Act No. 1870).

SEC. 10. The body of instructors of each college shall constitute its faculty, and as presiding officer of each faculty, there shall be a dean elected from the members of such faculty by the Board of Regents on nomination by the President of the university. In the appointment of professors and other instructors of the university, no religious, RACIAL, OR POLITICAL opinions or affiliations of the instructors of the university be a matter of inquiry; Provided however, That no instructor in the University shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under penalty of dismissal by the Board of Regents, to influence students or attendants at the University for or against any particular church or religious sect. (Act No. 1870, as amended by Act No. 2024, January 30, 1911).

SEC. 11. Professors and other regular instructors in the university shall be exempt as such from any civil service examination or regulation as a requisite to appointment. (Act No. 1870).

SEC. 12. There shall be a secretary of the university, appointed by the Board of Regents. He shall be the secretary of such Board and also of the university, and shall keep such records of the university as may be designated by the Board. (Act No. 1870).

SEC. 13. The Treasurer of the Philippine Islands shall be ex-officio treasurer of the university, and all accounts and expenses thereof shall be audited by the Insular Auditor, and all disbursements shall be made in accordance with rules and regulations prescribed by him. (Act No. 1870).

SEC. 14. Heads of bureaus and offices of the Insular Government are hereby authorized to loan or transfer, upon request of the President of the university, such apparatus or supplies as may be needed by the university and to detail employees for duty therein, when in the judgment of the head of the bureau or office, such supplies or employees can be spared without serious detriment to the public service. Employees so detailed shall perform such duty as is required under such detail, and the time so employed shall count as part of their regular official service. (Act No. 1870).

SEC. 15. The President of the Philippines (Governor-General), the President of the Senate, and the Speaker of the House of Representatives shall constitute a Board of Visitors of the University, whose duty it shall be to attend the commencement exercises of the university, and to make visits at such other times as they may deem proper, to examine the property, courses of study, discipline, the accounts of the institution, and to make report to the Congress of the Philippines (Philippine Legislature) upon the same, with such recommendations as they favor. (Act No. 1870), as amended by Act No. 2759, February 23, 1918).

SEC. 16. The sum of One Hundred Thousand pesos is hereby appropriated, out of any funds in the Insular Treasury not otherwise appropriated, to be expended in the discretion of the Board of Regents for the establishment of a college or colleges authorized by this Act, the establishment of which may be considered most urgent. (Act No. 1870).

SEC. 17. This Act shall take effect on its passage. (Act No. 1870).

ENACTED, June 18, 1908.

THE UNIVERSITY SYSTEM CODE

BOOK I

GOVERNMENTAL AND ADMINISTRATIVE AFFAIRS

7-27-72

UNIVERSITY OF THE PHILIPPINES SYSTEM CODE

PRELIMINARY TITLE

GENERAL PROVISIONS

ARTICLE 1. This Code shall be known as "The Revised Code of the University of the Philippines System." (Pres. Dec. No. 58; 828th B/R, Dec. 21, 1972).

ART. 2. The University of the Philippines System is a public non-sectarian, non-profit institution of higher learning. (Pres. Dec. No. 58; 828th B/R, Dec. 21, 1972).*

ART. 3. The purpose of the University System shall be to provide advanced instruction in literature, philosophy, the sciences and arts, to give professional and technical training, and to encourage and undertake research and contribute to the growth and dissemination of knowledge.

ART. 4. Pursuant to section 8(2), Article XV of the Constitution of the Philippines, the University of the Philippines System shall enjoy academic freedom. (New Constitution; Pres. Dec. No. 58; 828th B/R, Dec. 21, 1972).

ART. 5. The powers of the University System, in addition to those provided in the Constitution of the Philippines, shall be those set forth in its Charter, those granted to corporations in general under the Corporation Law, and such other powers as may be further provided by law.*

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* See also Secs. 1-3, inclusive, Appendix "B" (Resolution Reorganizing the University of the Philippines into the University of the Philippines System, 828th B/R, Dec. 21, 1972), p. 131 , infra.

ART. 6. The University System colors shall be forest green and maroon.

ART. 7. The seal of the University System shall be of the design approved by the Board of Regents. It shall be two inches in diameter (1 1/4 inches within the circle) and shall have the inscription "University of the Philippines System" at the top, and "1908" at the bottom. (Pres. Dec. No. 58; 828th B/R, Dec. 21, 1972).

Title One

THE GOVERNMENT OF THE UNIVERSITY SYSTEM

Chapter 1

The Board of Regents*

Section 1. Powers and Duties**

ART. 8. The government of the University of the Philippines System shall be vested in the "Board of Regents of the University of the Philippines System" as constituted by law.* The administration of said university system and the exercise of its corporate powers are vested exclusively in the Board of Regents and the President of the University System insofar as authorized by said Board.

ART. 9. On or before the tenth day of August of each year, the Board of Regents shall file with the President of the Philippines a detailed report setting forth the progress, conditions, and needs of the University System.

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* As to the present composition, see Sec. 3 of Pres. Decree No. 58 (Appendix "A", p. 131, infra).

** See also Secs. 3 and 4, Appendix "B" (Resolution Reorganizing the University of the Philippines into the University of the Philippines System, 828th B/R, Dec. 21, 1972), p. 133, infra, and Appendix "C", p. 139.

Sec. 2. Membership and Officers

ART. 10. The Board of Regents shall be composed of the Secretary of Education and Culture as Chairman of the Board, the President of the University of the Philippines System as Vice-Chairman of the Board, the Undersecretary of Agriculture, the Chairman of the Senate Committee on Education, the Chairman of the House Committee on Education, the Chancellors of the member universities of the System, the President of the U.P. Alumni Association, one Regent representing the Student Body, six other Regents appointed by the President of the Philippines, at least four of whom are alumni of the University. (Sec. 3, Pres. Decree No. 58).

ART. 11. The Chairman shall preside over all meetings of the Board. In his absence, and whenever a meeting is deemed necessary, the following shall act as Chairman in the order herein stated: The President of the University System, then other members of the Board in the order of seniority of their appointment.

ART. 12. The Secretary of the University System shall be ex-officio Secretary of the Board.* He shall notify the Regents of all meetings of the Board and shall send to each Regent a copy of the agenda at least four days before the scheduled meeting. He shall keep a full and accurate record of its proceedings and shall furnish each Regent with a copy of the minutes within one week after each meeting.

Sec. 3. Meetings

ART. 13. Regular meetings of the Board shall be held once a month during the academic year. A quorum of the Board of Regents shall consist of a majority of all the members holding office at the time the meeting of the Board is called.

(See also 872d B/R 27 May 1976 p. 1 to 2)

* See also Sec. 7, Resolution Reorganizing the UP into the UPS, 828th B/R, Dec. 21, 1972 (Appendix "B").

ART. 14. Special meetings of the Board may be called by the Chairman or the President of the University System or by three members of the Board. Notice of such meetings shall be issued by special messenger or telegram at least 24 hours prior to the meeting.

ART. 15. The meetings of the Board shall be held within the university campus at Quezon City. However, meetings may also be held once a year in such other places where the University System has established units or branches.

Sec. 4. Committees

ART. 16. The Board of Regents may create such committees, standing or special, as it may deem necessary or convenient for the proper performance of its functions.

ART. 17. The President of the University System shall be an ex-officio member of all standing committees of the Board.

Chapter 2

The University Council*

Section 1. Composition

ART. 18. There shall be a University Council consisting of the President of the University System as Chairman and such members as may be provided by law.

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* See also Secs. 11-15, inclusive, Appendix "B" (Resolution Reorganizing the University of the Philippines into the University of the Philippines System, 828th B/R, Doc. 21, 1972), p. 133, infra, as to the composition, organization and functions of the University Council in each autonomous University.

Sec. 2. Powers

ART. 19. The Council shall have the following powers:

a. To prescribe the courses of study and rules of discipline, subject to the approval of the Board of Regents;

b. To fix the requirements for admission to any college or school of the University;

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

d. To recommend to the Board of Regents students or others to be recipients of degrees; and

e. To exercise disciplinary power over the students, through its President or Executive Committee, within the limits prescribed by the rules of discipline approved by the Board of Regents.

Sec. 3. Officers

ART. 20. The President of the University System shall be the presiding officer of the University Council. In his absence, the Vice-President for Academic Affairs shall preside, and in the absence of both, any of the following officers in the order stated: Chancellor of the University of the Philippines at Los Banos, Vice-President for Development and Public Affairs, and Vice-President for Administration. (Reorganization of the Central Administration approved at the 789th B/R, Nov. 25, 1968; also 790th B/R, Dec. 19, 1969 and 828th B/R, Dec. 21, 1972).

ART. 21. The University Registrar shall be the ex-officio Secretary of the Council. It shall be his duty to issue the notices for meetings of the Council, to keep the minutes of its proceedings, and to send a copy of such minutes to each member of the Council. He shall also forward to each member of the Council a copy of the order of business of every regular meeting at least three days in advance.
(As amended at 861st B/R, May 29, 1975)

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Sec. 4. Meetings

ART. 22. The University Council shall meet at such times as the ~~President~~ Chancellor may determine. However, he shall issue a call for a special meeting when requested by a majority vote of the Executive Committee or upon the written request of one-third of the members of the Council. (As amended at 828th B/R, Dec. 21, 1972)

ART. 23. Every member of the University Council shall be required to attend all its meetings but any member may be excused from attendance for reasons his Dean or Director considers satisfactory; Provided, however, That the members of units or branches of the University situated over 100 kilometers from Quezon City [*/] shall not be expected to attend the meetings of the Council unless specifically directed to do so by the ~~President~~ Chancellor (As amended at 828th B/R, Dec. 21, 1972)

ART. 24. Members of the faculty who have to attend Council meetings are authorized to assign some work their students need to do within the meeting time.

ART. 25. A quorum of the University Council shall consist of seventy-five members.

Sec. 5. Amendment of By-Laws

ART. 26. Save as to matters specifically provided for by law, the provisions of this Chapter and other by-laws of the University Council may be amended at any regular meeting of the Council by a unanimous vote of the members present; Provided, however, That in case a proposed amendment has been submitted to the Council at a previous meeting, or copies thereof have been furnished all the members of the Council at least three days in advance, such amendment shall take effect if approved during any meeting of the Council by not less than three-fourths of all its members.

[*/] Section 11 of the Board resolution reorganizing the University of the Philippines into the U.P. System adopted at the 828th B/R meeting on Dec. 21, 1972 provides that each autonomous university shall have its own University Council. The noun "Quezon City" should now be understood as referring to the city or municipality where the main campus of the autonomous university concerned is located.

To be pasted at the back of . page 6

NOTE : Section 14 (as amended at the 924th B/R meeting on 28 Feb. 1980) of the Board's resolution adopted at its 828th meeting on 21 Dec. 1972, establishing the U.P. System, now reads as follows:

"SEC. 14. There shall be an executive committee of the Univ University Council with the Chancellor as chairman and composed of the officers of the administration, the deans and directors of academic units, and three members-at-large as members, the last three to be elected by the University Council from among the members thereof for a term of one year. In no case should a member serve for more than two consecutive years, except those who are members by virtue of their position."

QUESTION: May ART. 27 of the University Code be considered amended by the aforecited Board resolution?

Sec. 6. Committees

ART. 27. There shall be an Executive Committee consisting of the President of the University System as Chairman ex-officio, the Vice-Presidents, the Secretary of the University System, the University Registrar, the Dean of Students, and the deans and directors of colleges and schools, as members. 223d U/C, 1-25-64 (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; 817th B/R, Feb. 24, 1972; and 861st B/R, 5-29-75)

See Note at back of p. 6.

ART. 28. The Executive Committee shall -

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

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

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

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

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

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

ART. 29. The Executive Committee shall meet at the call of the President or on the written request of the majority of the members.

ART. 30. The meetings of the Executive Committee shall be held within the University Campus, Quezon City. However, meetings may also be held in other places where the University System has established branches.

To be pased at the back of page 7

NOTE: Through Memorandum Circular No. 30, dated 28 Aug. 1975 ("Operating Guidelines on Appointments and Related Personnel Transactions in the University System"), the President defined the OFFICERS OF ADMINISTRATION OF THE UNIVERSITY SYSTEM as consisting of "the President, Executive Vice-President, Vice-President for Academic Affairs, Vice-President for Administration, Secretary of the University System, and University Registrar." Note the non-inclusion of the position of Dean of Students in the aforecited definition.

The aforecited memorandum circular was noted by the Board of Regents at its 865th meeting held on 25 Sept. 1975.

In this connection, the minutes of the 815th B/R meeting held on 16 December 1971 (p. 69) may be quoted in part as follows, specifically as regards the meaning of NOTATION BY THE BOARD:

"Regent Ortega inquired as to the effect of 'notation' by the Board. The President said that when the Board 'notes' something, it means implied approval and that there is no objection. The Board concurred with and adopted this view."

ART. 31. The University Council may create such other committees, standing or special, as it may deem necessary and convenient for the proper performance of its functions.

ART. 32. The President shall be ex-officio member of every standing or special committee of the University Council.

Chapter 3

Officers of Administration*

ART. 33. The officers of administration of the University System shall be the President, Vice-President for Academic Affairs,** Vice-President for Administration**, Vice-President for Development and Public Affairs,** the Chancellors of the Autonomous Universities or Units,*** the Secretary of the University System, the Dean of Admissions, the Dean of Students, and the National Treasurer. (789th B/R, Nov. 25, 1968; 799th B/R, Dec. 19, 1969; 828th B/R, Dec. 21, 1972). [See Note at back of p. 7].

Section 1. The President of the University System****

ART. 34. Leadership in the University System is vested in the President who shall be the chief executive officer of the University. He shall be elected, and his compensation shall be fixed by the Board of Regents for a term of six years counted from the date of his election, without prejudice to subsequent reelections for like terms and until his

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* See also Appendix "D" (Reorganizati.. of the Central Administration, 789th B/R, Nov. 25, 1968), p. 142 , infra.

** Functions are set forth in the Reorganization of the Central Administration approved at the 789th B/R, Nov. 25, 1968. See Appendix "D", p. 142 , infra. See also Appendix "E", p. 148, infra.

*** Functions are stated in the Resolution reorganizing the U.P. into the UPS, 828th B/R, Dec. 21, 1972. See Appendix "B", p. 131, infra.

**** See also Sec. 5, Appendix "B" (Resolution Reorganizing the University of the Philippines into the University of the Philippines System," 828th B/R, Dec. 21, 1972), p. 131 , infra and Appendix "C" (Further Delegation of Authority to President, 830th B/R, Feb. 22, 1973), p. 139 , infra.

To be pasted at the back of page 8

A. Resolution Adopted at the 916th B/R Meeting on July 26, 1979 regarding the Presidency

Quoted below is the resolution of the Board as recorded on page 21 of the minutes of the 916th B/R meeting:

"The President recommended and the Board approved the policy that from hereon, whenever the post of University President is vacant, there being no incumbent, the Executive Vice-President or the Senior Vice-President shall be the Acting President of the University until the Board of Regents shall have chosen the President and the latter has assumed his post."

* *

B. Quoted below (as copied from page The U.P. GAZETTE, June 30, 1975, p. 102) is Memorandum Circular No. 19, dated June 3, 1975, issued "for the President" by the Secretary of the University:

"MEMORANDUM CIRCULAR NO. 19: Signing of Diplomas/Certificates for Training or Special Courses, Workshops, Seminars

"Effective immediately, diplomas or certificates awarded to participants of training or special courses, workshops or seminars shall be signed in lieu of the President --

"1. By the Vice-President for Academic Affairs in the case of diplomas/certificates issued by the Asian Labor Education Center, College of Education, Department of Physical Education, Institute for Small-Scale Industries, Institute of Social Work and Community Development, Local Government Center, Philippine Executive Academy, ROTC, Science Education Center, etc.

"2. By the Vice-President for Administration in the case of diplomas/certificates for training courses run by the Office of Administrative Personnel Services.

"Please be guided accordingly.

"3 June 1975

"FOR THE PRESIDENT:
"(Sgd.) OSCAR M. ALFONSO
"Secretary of the University"

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successor shall have been elected or until he shall have reached the age of seventy years. (686th B/R, June 14, 1961; Sec. 5, Res. Reorganizing the U.P. into the UPS, Dec. 21, 1972). [See back of p. 8 for the policy adopted at the 916th B/R meeting, July 26, 1979]

ART. 35. He shall be ex-officio head of the University System faculty and of the faculty of every college or school or any other unit of the University System or any of its autonomous universities.

ART. 36. He shall have general supervision of all business and financial operations of the University.

ART. 37. All officers, members of the teaching staff, and employees shall be responsible to and under the direction of the President.

ART. 38. The President shall carry out the general policies laid down by the Board of Regents, and shall have power to act within the lines of said general policies. He alone shall undertake to direct or to assign the details of executive action.

ART. 39. He shall have the power to determine and prepare the agenda of all meetings of the Board of Regents and of the University Council; Provided, however, That any member of the Board shall be entitled to have any matter included in its agenda. [See also 828th B/R, Dec. 21, 1972, Sec. 5]

ART. 40. He shall preside at commencement and other public exercises of the University, and confer such degrees and honors as are granted by the Board of Regents. All college or university diplomas and certificates issued by the University shall be signed by him alone and by the Secretary. [See back of p. 8 for text of MC No. 19, June 3, 1975]

ART. 41. Should a permission or an authorization given to any person to engage in any work or activity within the campus of the University be used by such person to arouse disloyalty to the Government of the Philippines, or to discourage students from attending the University, or to create by overt act disturbance or dissension among students, fa-

culty members, or employees, or to interfere directly or indirectly with the discipline of the University/System, the President of the University System, shall, after due hearing, cancel the privilege so granted and thereafter prohibit him permanently from staying or remaining at the campus. The President shall thereafter inform the Board of Regents of his action and the Board may take any action that it may deem appropriate in connection therewith.

ART. 42. He shall be the official medium of communication between the teaching force, employees and students of the University/System, on the one hand, and the Board of Regents or Board of Visitors, on the other.

ART. 43. He shall recommend suitable persons to fill all vacancies and new positions. He shall have authority to fill vacancies temporarily; to make such appointments as are especially permitted by the Board of Regents; and to make such other arrangements as to meet emergencies occurring between the meetings of the Board so that the work of the University will not suffer.

No new ~~vacant~~ positions and/or items in the University/System shall be filled without prior authorization from the President and the Finance Committee of the Board. ~~However~~, The President's authorization alone shall suffice, however, in the case of ~~for tenure~~ appointments that are without need of the approval of the Board. within the President's authority to make. (As am. B/R Meeting Nos. 814, Oct. 28, 1971; 815, Dec. 16, 1971; 820, May 31, 1972 as ratified at the June 29, 1972, 821).

ART. 44. He shall exercise the following specific powers:

a. Acceptance of resignation of faculty members and employees;

b. Grant or denial of leaves of absence without pay and/or extension of such leaves;

c. Approval of retirement of members of the faculty and employees;

d. Grant or denial of extension of fellowships or scholarships for a period not beyond one academic year if the budget permits and for reasons he may deem satisfactory;

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e. Authority to make ad interim appointments; provided, that such appointments shall not take effect thirty days before the day after the last meeting of the Board. (818th B/R, Mar. 23, 1972, superseding 800th B/R, Sept. 24, 1970).* [The text of paragraph e does not seem to faithfully reflect the minutes of the aforecited B/R meetings.]

f. Authority to renew appointments for not more than one year if the budget permits and the services are necessary;

g. Authority to transfer faculty members and employees from one department or unit of the university or college to another;

h. Authority to appoint, without the necessity of submitting to the Board for approval, qualified members of the faculty as fellows of the University (full or partial) in order to enable them to pursue graduate studies abroad, and to fix the financial assistance to any such fellows in accordance with the rules promulgated by the Board of Regents, subject to reporting to the Board of Regents; and within the lump sum appropriated for fellowships; (772nd B/R, July 19, 1968).**

i. Authority to grant or deny permission for members of the faculty to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations without any financial obligation on the part of the University outside of the regular salary of the person concerned;

j. Authority to grant gasoline allowance of ₱75 per month usually allowed to appointees to the position of Professor and Head of the Department of Military Science and Tactics, provided he has a car; and to grant temporary assignment of cars to specified officials of the administration and commutable transportation allowance in lieu of car assignment to specified officials in the central administration; (804th B/R, Jan. 28, 1971).

k. Supervision and control, through the Dean of Students, over extracurricular activities of students; and authority to issue adequate rules for the organization and operation of student organizations and for the election and qualifications of officers thereof; (As amended at 790th B/R, Dec. 19, 1969)

* But see Resolution adopted at 798th B/R, Aug. 27, 1970 that no promotion or adjustment in salary shall take effect earlier than forty-five days before approval by the Board, except promotions or adjustments across the board.

** See Appendix "M" (Establishment of a Special Faculty Development Fund), p. 175, infra.

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1. Authority to promulgate such rules which in his judgment are necessary for the safe-keeping and proper disbursements of funds or property of all student organizations officially approved or recognized, designating the persons whom he may authorize to examine and audit the accounts pertaining to such funds or property.

The President shall inform the Board of Regents of the action taken by him in accordance with this article; Provided, however, That with respect to paragraphs (e) and (g), the Board of Regents may take any action that it may deem appropriate in connection therewith.*

ART. 45. He shall have the authority to change the leave status of the faculty from that of teacher's leave to that of cumulative leave.

ART. 46. He shall hold officers, teachers, and employees to the full discharge of their duties and, if in his judgment the necessity arises, he shall, after consultation with the Dean concerned, in proper cases, initiate the necessary proceedings for the separation from the service of any of them.**

ART. 47. He shall prepare an annual report to the Board of Regents on the work of the past year and the needs for the current year. He shall also present to the Board the annual budget of the University System with estimates of income and expenditures.

ART. 48. He shall execute and sign in behalf of the University System all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University System. However, in regularly recurring undertakings and transactions where his action is virtually ministerial, conditions and terms therefor having been fixed in the University System budget/existing regulations, and general laws, he may direct through appropriate written instructions that approval in specified cases be made in his behalf by officers of administration or heads of University System

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* See also Sec. 5, Appendix "B", p. 133, infra.

** See Appendix "X" (Rules on Discipline of Faculty Members and Employees), p. 207, infra.

offices or units, subject to such safeguards as he may impose. All existing regulations inconsistent herewith are hereby abrogated. (786th B/R, Aug. 28, 1969).".

ART. 49. He shall have general responsibility for the enforcement of discipline in the University System and for the maintenance of satisfactory academic standards in all its units.

ART. 50. He shall have the right to modify or disapprove any action or resolution of any college or school faculty or administrative body, if in his judgment the larger interests of the University System so require. Should he exercise such power, the President shall communicate his decision in writing to the body immediately affected, stating the reasons for his action; and thereafter shall accordingly inform the Board of Regents, which may take any action it may deem appropriate in connection therewith.

[ART. 51. He shall have the power to authorize expenses from miscellaneous items in the budget for maintenance, repairs, or remodelling and modification of buildings and grounds without further action by the Board of Regents; Provided, That the amount does not exceed ₱10,000.]*

[ART. 52. He shall have the power to purchase equipment for the University not exceeding ₱10,000 without securing previous approval by the Board of Regents.]*

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*Replaced by the following at the 802d B/R meeting, 11-19-70:

"The President is hereby delegated the authority to enter into and execute the following contracts, with the duty to report the same to the Board at the next meeting following the execution thereof:

"1. Contracts for the implementation of specific purposes or particular projects authorized in the current University budget, or in special resolutions of the Board of Regents, which involve expenditure or disbursement only of funds already earmarked and appropriated for such projects or purposes.

"2. Donations of money or real or personal property to the University without any onerous consideration, or additional expenditure; provided the student body is informed of the donation.

"3. Contracts for the reproduction, publication, and distribution of literary property of the University.

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ART. 53. 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 for this purpose, he may authorize honoraria for such service, to be taken from the miscellaneous fund and at rates determined by him.

ART. 54. He shall have such other powers as are elsewhere provided in this Code or by the Charter of the University System/or as may be specially authorized by the Board of Regents and such as are usually pertaining to the office of president of a university. He may delegate in writing to any officer, in accordance with rules and other guidelines prescribed by the Board of Regents, any of his [specific] functions to any office.
(As amended at the 922d BR meeting, Dec. 20, 1979)

ART. 54-a. The President of the University System/is authorized in case of his absence for brief periods of time, to designate a ranking officer of administration who may be any one of the Vice-Presidents, the Assistant Vice-Presidents, or Deans to act as officer-in-charge of the Office of the President, who shall carry out the management of University System/affairs in the name of the President, subject to his instructions and the policies of the Board. (723rd B/R, July 10, 1964).

Sec. 2. The Vice-Presidents*

ART. 55. The Vice-President for Academic Affairs shall be appointed by the Board of Regents on recommendation of the President. He shall be directly responsible to the President for carrying out the educational policies and programs of the University System, and in supervising circular,

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"4. Contracts for the transfer of possession, use or enjoyment of real property, or for the disposition or sale of personal property with the University as transferor or seller, where the stipulated period of transfer does not exceed three years and the amount involved or the income expected is not more than ₱40,000 a year in case of transfer of possession, use or enjoyment of real property, or ₱20,000 in any one transaction in case of sale or disposition of personal property; except as to the exclusive use of any portion of real property owned or administered by the University for logging purposes, contracts for which shall in each case require discussion in the Board before approval." (802nd meeting of the Board of Regents, Nov. 19, 1970).

* See Appendix "D" (Reorganization of the Central Administration, 739th B/R, Nov. 25, 1969), pp. 142 , infra; also 790th B/R, Dec. 19, 1969).

instructional, research and other academic activities of the University System. As Dean of Faculties, he shall be ex-officio chairman of the Curriculum Committee of the University Council and shall preside at meetings of the University Council in the absence of the President. (790th B/R, Dec. 19, 1969)

ART. 56. The Vice-President for Administration shall be appointed by the Board on recommendation of the President. He shall be directly responsible for administrative operations. (790th B/R, Dec. 19, 1969).*

ART. 57. The Vice-President for Development and Public Affairs shall be appointed by the Board on recommendation of the President. He shall be directly responsible to the President for the planning and funding of development projects and expansion of the University System and for promoting close relations with the Government, the alumni, the foundations, the private sector, and the general public. (790th B/R, Dec. 19, 1969).

[Sec. 3. The Vice-President for External Studies]**

[ART. 58. The Vice-President for External Studies shall be elected by the Board of Regents, on recommendation of the President, and shall have such duties as may be assigned to him from time to time by the Board of Regents or by the President of the University.]***

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* For delegated authority to act for and sign for the President, see Appendix "B" (Executive Order No. 19, Dec. 5, 1969, as amended by Executive Order No. 4, Feb. 21, 1973), No. 148, infra.

** Abolished per Reorganization of the Central Administration, 789th B/R, Nov. 25, 1969. See Appendix "D", p. 142, infra.

*** Replaced in 790th B/R, Dec. 19, 1969, then finally repealed by implication by Secs. 9-10, Resolution reorganizing the U.P. into the UPS, 828th, Dec. 21, 1972).

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[ART. 59. In the absence of both the President and the Executive Vice-President or in case of the inability of both to act, the Vice-President for External Studies shall temporarily perform their functions.] (Deleted per 723rd B/R, July 10, 1964 adopting Art. 56-a; also replaced in 790th B/R, Dec. 19, 1967, which replacement was in turn repealed at 817th B/R, Feb. 24, 1972).

This was not what was repealed at 817th B/R meeting

[ART. 60. The Vice-President for External Studies shall take charge of the supervision of branches, extension work and/or intramural studies and summer classes of the University in accordance with the regulations promulgated by the President and the Board and shall exercise such other duties as may be assigned to him by the President.]*

This provision was repealed at 790th B/R 12-19-67 pp. 39-3 & p. 171 of the minutes thereof

[Sec. 4. The Business Executive]**

[ART. 61. The Business Executive of the University shall be appointed by the Board of Regents upon the recommendation of the President. He shall take charge of the financial activities, including the preparation of the budget and the general supervision of the income-producing units of the University; and shall perform such other duties that may be assigned to him from time to time by the President. All business transactions shall be centralized in the office of the Business Executive. More specifically, his duties shall be:

Replaced by a new article ART. 59, at 790th B/R 12-19-67 pp. 34-36 & 171

a. To collect all income due the institution;

b. To pay all bills and make other disbursements of funds;

c. To provide for the safekeeping of all money, securities, and other financial papers belonging to the institution;

d. To supervise the management of the supplementary business activities maintained by the University;

e. To assist in the management of trust funds;

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* Obsolete.

** This officer's position has been abolished and his functions have been parcelled out to other offices per 817th B/R, Feb. 24, 1972.

f. To supervise the operation and maintenance of the physical plant of the institution;

g. To assist in the supervision of new building constructions and physical plant expansion;

[h. To prepare all financial reports of the University;]

[i. To devise and maintain the records necessary for effective control of the current operating budget;]

[j. To devise suitable forms for recording the financial transactions of the University;]

[k. To supervise the keeping of the books and other financial records;]

l [l.] To secure and keep a file of inventories at suitable intervals; and

m [m.] To take charge of, and be responsible for, all contracts for the purchase of supplies and materials and for securing services other than those of academic and non-academic employees, involving a sum not exceeding [₱50,000] ₱10,000 in any one transaction; Provided, That in every case, a prompt report shall be made to the President.]* (Amended by 6 Pl st B/R 12-22-61)

Sec. [5] 3. The Secretary

ART. 60/62. The Secretary of the University System shall be appointed by the Board upon recommendation of the President. He shall take charge of the records and communications in the University System and provide secretarial services to the Board of Regents. He shall have direct supervision and control of the following offices: Information Office, Office of General Services, and Message Center. (789th B/R, Nov. 25, 1969 and 790th B/R, Dec. 19, 1969).**

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* Obsolete.

** See also Sec. 7 of Resolution Reorganizing the U.P. into the U.P.S., 828th B/R, Dec. 21, 1972, providing that the Secretary of the UPS shall serve concurrently as the Secretary of the Board of Regents.

Sec. [6] 4. The Dean of Students

ART. 63. There shall be a Dean of Students appointed by the Board of Regents on recommendation of the President, who shall coordinate the operation of units in charge of student personnel services, student health, student organizations and publications, student residences, athletics, physical education and other extra-curricular activities, subject to the general supervision of, and under such regulations as may be promulgated by, the President of the University System. (790th B/R, Dec. 19, 1969).

Sec. [7] 5. The ~~Dean of Admissions~~ University Registrar

ART. ~~64~~ 1. The ~~Head of Admissions~~ University Registrar shall have charge of admissions, registration, assessment of fees, schedules of classes and examinations, scholastic records, commencements, and such university publications as catalogues, directories and announcements. (789th B/R, Nov. 25, 1969 and 790th B/R, Dec. 19, 1969 and 861st B/R, 29 May 1975.)

ART. ~~65~~ 2. The ~~Head of Admissions~~ University Registrar shall publish the general catalogue as often as changing academic and other programs of the University System require a more permanent publicity. (789th B/R, Nov. 25, 1969 and 790th B/R, Dec. 19, 1969 and 861st B/R, 29 May 1975.)

[ART. 66. In the performance of his duties relative to student extracurricular activities, the Registrar shall be directly responsible to the Dean of Student Affairs. He shall make an annual report covering these activities to the President through the Dean of Student Affairs.]*

Sec. [8] 6. The Treasurer

ART. 67. The Treasurer of the Philippines shall be ex-officio Treasurer of the University System.

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* ~~Replaced~~ Repealed per 789th B/R, Nov. 25, 1969 and 790th B/R, Dec. 19, 1969.

ART. 67-A was inserted at 69th B/R, 12-22-61, pp. 11 to 13 regarding Budget Officer

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Chapter 4

Functions of Administrative Offices

ART. 68. The administrative agencies and offices of the University System function primarily for the purpose of serving the educational program of the institution. Their relationship with the faculty should, therefore, be on the basis of a sympathetic and intelligent interest in the work of all departments with due consideration to the policies and needs of the institution as a center of learning.

ART. 69. All administrative officers whose duties are not specifically defined by the Board of Regents shall perform the duties implied by their titles and those assigned by the Board of Regents and the President from time to time.

Chapter 5

The Board of Visitors

ART. 70. The President (Prime Minister) of the Philippines and the Speaker of the National Assembly shall constitute a Board of Visitors of the University System, whose duty it shall be to attend the commencement exercises of the University System or its units and to make visits at such other times as they may deem proper; examine the property, course of study, discipline, and the state of finances of the University System; to inspect all books and accounts of the institution; and to make report to the National Assembly of the Philippines upon the same with such recommendations as they favor. (New Constitution).

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Title Two

THE ORGANIZATION OF INSTRUCTION AND RESEARCH

Chapter 6

The College or School

Section 1. The Faculty

ART. 71. The body of instructors of each college or school constitutes its faculty. It shall consist of the President of the University System, the Dean or Director and the professors, instructors, assistant instructors, professorial lecturers, associate lecturers and assistant lecturers of the college or school.

ART. 72. The faculty of a college or school whose curricula prescribe courses given in the College of Arts and Sciences shall include in addition to the regular members of the staff of the college or school, the chairmen of those divisions of the College of Arts and Sciences giving the prescribed work for said college or school, or their representatives. (747th B/R, June 24, 1966, implemented by Adm. Order No. 16, 1966).

ART. 73. Members of the faculty of one college giving instruction in another college may attend the faculty meetings of the latter, and shall have the right of speech and vote on questions involving the courses they are giving in the latter or the students registered in said courses.

ART. 74. Assistants are not members of the college faculty; however, they may attend the faculty meetings and take part in the deliberations but shall not have the right to vote.

ART. 75. Each faculty shall hold at least one meeting each semester or term.

To be pasted at the back of page 21

A. Additional Board resolution regarding the holdover rule for Deans

Pages 32 to 33 of the minutes of the 898th B/R meeting on Feb. 23, 1978 are quoted in part as follows for ready reference:

"VI. The Board approved the appointment of Dr. Ramon P. Santos as Dean of the College of Music with an allowance of P4,500 per annum, effective 1 March 1978 until 30 April 1983, unless sooner terminated. (913391,101; vice Dr. Ruby K. Mangahas, appointment expired.) (Original additional assignment.)

"Note: The Board noted the report of the Board of Consultation, dated 23 January 1978, on the result of the democratic consultation attached as Appendix 'R', pages 184 to 199, together with the respective curriculum vitae of the following nominees submitted by the nominations committee of the College:

"1. Dr. Ramon P. Santos
"2. Dr. Ruby K. Mangahas
"3. Prof. Regalado Jose

"In this connection, the Board adopted the policy that, henceforth, all appointments to deanship shall carry the condition that the dean shall continue to serve as such until his successor qualifies and assumes office."

B. Synchronization of the Term of Deans and Directors as prescribed in Art. 79-a

"The following is an excerpt of the minutes of the 862d B/R meeting on June 26, 1975, pp. 42 to 43:

"III. Matters recommended by the President (cont'd) --

"EE. General Administration (cont'd) --

.....

"20. Synchronization of terms of deans and directors and the adoption of the following proviso additional to Article 79 of the Revised University Code regarding the appointment of deans and directors:

"ART. 79-a. TERM OF OFFICE OF DEANS AND DIRECTORS SHALL COMMENCE ON THE DAY AFTER THE END OF THE PREVIOUS ACADEMIC YEAR, PROVIDED, THAT INCUMBENT DEANS WHOSE TERMS OF OFFICE SHALL EXPIRE IN THE MIDDLE OF AN ACADEMIC YEAR SHALL CONTINUE TO SERVE AS SUCH UNTIL APRIL 30.

"VACANCIES CREATED BY DEATH, REMOVAL, RESIGNATION OR DISABILITY OR THE CREATION OF NEW UNITS SHALL BE FILLED BY TEMPORARY APPOINTMENT EFFECTIVE UNTIL APRIL 30. THEREAFTER THE POSITION SHALL BE FILLED BY REGULAR APPOINTMENT. (Please see the President's Memorandum for the Board to this effect dated 23 June 1975, copy attached as Appendix 'PP', pages 215 to 216.)

.....

"Board action: Approval (20 and 20a)."

Asuncion B. Aurelio
6-26-78, Secretary

ART. 76. Subject to the approval of the Council, each faculty has the power to determine the entrance requirements of the college and the courses of study to be pursued for each degree offered; to recommend to the Council qualified candidates for degrees, titles, and certificates; to administer the educational and internal life of the college within the limits prescribed by the rules of the University System, and by the President; and to make recommendations to the Board of Regents, the University Council, or the Executive Committee through the President.

ART. 77. In the coursing of all proposals for presentation to the University Council, the following procedure shall be followed:

a. The faculty or member of the Council shall submit his proposals to the President, through the Secretary of the Council;

b. The President in turn shall direct the Secretary to refer the proposals to the appropriate committee of the Council;

c. The committee shall report its action to the President, through the Secretary, for submission to the Council.

Sec. 2. The Dean or Director

ART. 78. For each college or school, there shall be a Dean or Director who shall be elected by the Board of Regents from the members of the faculty of the University unit concerned, on nomination by the President of the University System.

No faculty member newly appointed to or transferred from one unit to another shall be entitled to an appointment as dean of the second unit until after a year of satisfactory service as faculty member of that unit. However, in exceptional cases and upon recommendation of the President, this policy shall not apply to the external units. (792nd B/R, Feb. 25, 1970, as am. at 794th, B/R, Apr. 23, 1970).

ART. 79. The term of office of all deans and directors or heads of degree-granting schools and institutes and that of directors of non-degree-granting units, university departments, and college programs shall be three years from the date of their appointment without prejudice to reappointment and until their successors shall have been appointed; *Provided*, That deans and directors may serve for two terms in the aggregate; *Provided, further*, That only in highly exceptional cases shall they be allowed an additional term or terms.

(Art. 79 as presented above is as amended at these B/R meetings: 779th, Jan. 31, 1969; 826th, Nov. 27, 1972; 827th, Dec. 11, 1972; 1016th, Sept. 22, 1980; 1020th, April 25, 1989; 1122d, July 30, 1998; and 1127th, Dec. 18, 1998)

See back of page 21 for (a) additional Board resolution regarding the holdover rule for deans and (b) the text of Art. 79-a which was inserted at the 862d B/R meeting on June 26, 1975.

ART. 80. The functions of the Dean or Director shall be to act as presiding officer of the faculty of the college, school, or institute as provided by the Charter of the University System, and to exercise such other administrative duties which the Board of Regents, on recommendation of the President of the University System, may prescribe.* No Dean or Director shall serve as academic head of any department or division in his college, school or institute.

ART. 81. The Dean or Director shall notify the President of all faculty meetings, furnishing him with their agenda.

ART. 82. There shall be in each college or school an Academic Advisory Committee, consisting of not less than five members with the Dean or Director as chairman. It shall be the duty of the Committee to consider academic problems and suggest to the faculty proposals affecting the curriculum, student academic progress, and other related matters. The membership and size of the Committee shall be drawn from the senior members of the faculty to be submitted to the President for confirmation.**

ART. 83. Save as this Code or any regulation may provide the contrary, the Dean or Director shall be *ex officio* member of all committees of his college or school.

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* For delegated power to act for and in behalf of the President, see Appendix [illegible]

ART. 84. He shall supervise the admission and classification of students and their assignment to classes.

ART. 85. He shall be responsible for the orderly behavior and discipline of students, faculty members, and employees within the college and shall cooperate with the Dean of Students in the general supervision and administration of the affairs of the students of his college affecting their conduct outside the college. (790th B/R, Dec. 19, 1969).

ART. 86. Except as to bulletins and catalogues, the Dean or Director shall have full charge over all publications of his college or school. Any publication that is not identified with any particular college or school shall be under the responsibility of the editor appointed by the President.

ART. 87. He shall submit to the President an annual report on his college or school and such other reports which the President may require.

ART. 88. The Dean or Director shall make a written report to the President at the beginning of each semester of the vacancies in the faculty, stating the position to be filled and the qualifications required. Whenever there are departments or divisions in the college or school, the chairman thereof shall make such report to the Dean or Director.

ART. 89. The Dean or Director shall make a written report to the President within 30 days after the end of the academic year on the efficiency of the members of the faculty of his college or school in consultation with the chairman of the department or division concerned, if any.

ART. 90. He shall propose to the President the demotion, transfer, or removal of members of his staff; Provided, That in case of serious misconduct on the part of a member of the faculty of his college or

school, the Dean or Director shall, if he deems it a matter of immediate necessity, recommend suspension to the President stating his reasons therefor. The President shall take such action as he deems appropriate and thereafter, inform the Board thereof for such action as the Board may deem appropriate in the premises.*

ART. 91. He shall take charge of the appropriations for his college, subject to the rules and regulations of the University.

ART. 92. He shall consult with the division or department chairman on any matter pertaining to it. In case of disagreement between him and the chairman, his judgment shall prevail, without prejudice to the right of the chairman to appeal to the President whose decision on the matter shall be final.

ART. 93. The Dean or Director shall transmit, with his comment or recommendation, all proposals affecting courses of study, instruction, scholarships, exchanges, offers of aid, and similar matters received by his college or school from any source within or outside the University, as well as his own proposals on the aforesaid matters, to the President for whatever action the latter may deem proper.

ART. 94. Whenever a student is accused of a felony in a court of justice, the Dean or Director shall acquaint himself with the facts of the case. Thereafter, he shall submit to the President, through the Dean of Students, progress reports of the case from the filing of the complaint to the disposition of the case by the court.
(As amended 790th B/R 12-19-64)

* See Appendix "X" (Rules on Discipline of Faculty Members and Employees, 704th B/R, Jun. 11, 1963), p. 207, infra.

to be pasted at the back of page 24

NOTE Regarding Art. 95

Insofar as the Revised University Code as originally adopted in 1961 is concerned, the clause WITHOUT PREJUDICE TO REAPPOINTMENT AND UNTIL THEIR SUCCESSOR SHALL HAVE BEEN APPOINTED appends in Articles 79 (as regards deans and directors) and 103 (as regards department chairmen), but never in Article 95, which defines the term of office of college secretaries.

The aforecited clause does not also appear in either the minutes of the 826th B/R meeting, 11-27-72 (p. 55), or the minutes of the 827th B/R meeting 12-11-72 (p. 4).

It may be concluded, therefore, that the inclusion of the clause WITHOUT PREJUDICE TO REAPPOINTMENT AND UNTIL HIS SUCCESSOR SHALL HAVE BEEN APPOINTED in Art. 95 of the mimeographed version of the Code is without basis.

agn
7-29-82

Sec. 3. The Secretary

ART. 95. There shall be a Secretary of the college or school appointed by the Board of Regents on the recommendation of the President for a term of three years, without prejudice to reappointment and until his successor shall have been appointed. (As amended 826th B/R, 11-27-72 and clarified at 827th B/R, Dec. 11, 1972 See note typed at back of p. 24.

ART. 96. The duties of the Secretary in relation to the faculty shall be those usually pertaining to a secretary. In addition he shall perform the following functions:

a. To keep permanent records of the work of the faculty of the college or school;

b. To receive suggestions from faculty members;

c. To help and to correlate all activities of the faculty committees; and

d. To help prepare the annual budget and requisitions of the college or school and to render to the Dean or Director such assistance in the administration as may be required.

ART. 97. The duties of the Secretary in relation to the college student body shall be:

a. To inform students during registration of their schedule, curricula, and other matters;

b. To assist the Dean of Students in the supervision of student activities; (790th B/R, 12-19-69)

c. To help execute decisions of committees of the college or school and of University authorities affecting students; and

d. To see that requirements for graduation are fulfilled.

ART. 98. In addition to the aforementioned functions, the Secretary shall perform other duties assigned to him by the Dean or Director.

5-16-94

Sec. 4. The College or School Departments

ART. 99. The President may recommend to the Board of Regents the organization of departments in the various colleges and schools on the basis of fields of study or disciplines.

ART. 100. The department staff shall consist of members of the teaching or research staff with the rank of assistant and above, including lecturers, who teach or do research work in the department.

ART. 101. A given department shall function in the college or school where the major part of its work is done and shall be assigned to such college by the President subject to the approval of the Board of Regents.

ART. 102. The chairman of the department shall be appointed by the Chancellor after consultation with the Dean or Director concerned. The chairman of the department shall determine the administrative organization and conduct of the work of his department. (828th B/R, 12-21-72, Section 9, par. f; see p. 136, infra)

ART. 103. The term of office of the chairperson of an academic department in all units of the University shall not exceed three years, without prejudice to reappointment for a second term of not more than three years, or a maximum of six (6) years. Under exceptionally meritorious cases, the Chancellor may approve the renewal of appointment of a chairperson beyond the sixth year for a final term also not exceeding three years. In no case shall a department chairperson serve more than nine (9) consecutive years. (703d B/R, Dec. 7, 1962; 714th B/R, Oct. 4, 1963; 703d B/R, June 25, 1969; 826th B/R, Nov. 27, 1972; 1054th B/R, Oct. 29, 1992)

ART. 104 Administrative matters affecting a department shall be subject to the control of the Dean or Director of the college or school, but academic matters shall be under the jurisdiction of the department chairman within the limitations herein set under the divisional scheme.

ART. 105. Meetings of the department staff may be held at least twice a semester and at such other times as may be called by the chairman or at the request of a majority of its members.

7-29-42
12-3-58

ART. 106. The President may organize groups of faculty members within a college or school into sections, each section covering one specific discipline or field of study with a faculty coordinator assigned by the President, on recommendation of the Dean or Director, for a period not to exceed two years.

Sec. 5. The Divisions

ART. 107. The Board of Regents may organize related disciplines or fields of study in each college or school into divisions.

ART. 108. The division shall be headed by a chairman who shall be appointed by the ~~Board of Regents upon nomination by the President~~ Chancellor after consultation with the dean or director concerned. The tenure of office of division chairmen shall be three years, without prejudice to reappointment and until their successors shall have been appointed. (As amended at the 868th BR meeting, July 31, 1975)

ART. 109. Chairmen of divisions shall be the academic supervisors of their respective groups. They shall perform no administrative functions as such, but shall coordinate the different disciplines or fields of study within the division for the purpose of academic efficiency and the avoidance or suppression of superfluous courses and subjects.

ART. 110. The following shall fall under the jurisdiction of the Division:

a. Institution, revision, and abolition of courses and of curricula. These involve academic policy and should be undertaken on the basis of suppressing and preventing proliferation of subjects and securing deeper specialization in the required field or discipline and a balanced accommodation of subsidiary subjects;

b. The approval of textbooks and syllabi, for use in the different courses as provided for in the Code; and

c. Such other matters which may be assigned to the Division from time to time as the purposes of the University may demand.

7-29-82

ART. 111. Student specialization in a specific subject or discipline should be submitted to the Division chairman for consideration and approval together with the subsidiary subjects prescribed for the student to take.

Chapter 7

The College of Arts and Sciences*

See note indicated on page 30, infra
12-14-84

ART. 112. [The University College shall take charge of the program of general education and other courses prescribed for the first two years of university studies.]

[The college is established to improve the foundations for a liberal education, to provide the student with the necessary orientation in university work and education, and to guide him towards his choice of advanced or specialized courses. It shall assist all other colleges and units of the University in coordinating their courses of studies with the basic disciplines of general education.]**

ART. 113. The College of Arts and Sciences is established to improve the foundations of a liberal education, to provide the student with the necessary orientation in university work and education, and to guide him towards his choice of advanced or specialized courses. It shall take charge of the studies in humanities, social sciences, sciences and mathematics, and languages. It shall assist other colleges and units of the University System in coordinating their courses of studies with the basic disciplines of general education.*

ART. 114. The Graduate School of Arts and Sciences shall offer graduate work designed to encourage and induce independent thought, develop the investigative spirit, promote research and prepare students

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* Adm. Order No. 16 (1966), issued pursuant to a resolution of the B/R at its 747th Meeting held on June 24, 1966, merged the former University College and the former Graduate School of Arts and Sciences with the College of Arts and Sciences.

** Merged with Art. 113.

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12-3-86

for advanced specialization. Students shall be admitted to candidacy for graduate degrees only after they have demonstrated their ability for graduate work.

[ART. 115. The members of the teaching staffs of the University College, College or Arts and Sciences, and Graduate School of Arts and Sciences shall constitute one body of faculty from which the three units shall draw their members for the offering of the courses of each unit.]*

[ART. 116. Each unit shall have a listing of the members of the faculty offering courses under its jurisdiction. This listing shall be subject to change every year; the roster so made shall constitute the faculty of the said unit for the year. The name of each faculty member may be entered in the listings of more than one unit.]**

ART. 117. Competence shall be the guiding principle in the assignment of any member of the faculty to offer the required course in any of the departments. If possible, competent senior faculty members shall be assigned to handle the general education courses.

ART. 118. There shall be three divisions in the College of Arts and Sciences: the humanities, natural sciences, and social sciences. Each division shall have a chairman with such functions as may be determined by the President. The disciplines or departments for each division shall be as follows:

A. Division of Humanities

1. Department of English and Comparative Literature
2. Department of Speech and Drama
3. Department of European Languages
4. Department of Humanities
5. Department of Oriental Languages and Linguistics.

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* Obsolete

** Obsolete

NOTE: ARTICLES 118 + 119 were amended at 877th B/R, 9-30-76.

7-27-82

B. Division of Natural Sciences

1. Department of Botany
2. Department of Chemistry
3. Department of Geology and Geography
4. Department of Mathematics
5. Department of Physics
6. Department of Zoology

Note: See U.P. Gazette, 30 Sept 1976, pp. 2044, 2046 for the reorganization of the College of Arts & Sciences, Bet., approved at the 877th B/R, 30 Sept 1976. Sec. 3, Chap. 5, reassigning by the appointed "assignments" were amended at the 912th B/R, 29 March 1977

RSGarcia 12-14-81

C. Division of Social Sciences

1. Department of Anthropology
2. Department of History
3. Department of Philosophy
4. Department of Political Science
5. Department of Psychology
6. Department of Social Welfare
7. Department of Sociology

(701st B/R, Oct. 5, 1962).

DASH, not HYPHEN

ART. 119. Each of the divisions shall administor all academic offerings in the three units-assignment* of faculty members, scheduling of courses, the provision for syllabi and readings of all the disciplines under it. The divisions shall also be responsible for the competence in teaching and research of their respective faculty members.

DASH 1-21-2000

Chapter 8

The Institute of Library Science

ART. 120. The Institute of Library Science shall be an independent unit which shall take charge of courses in library science. It shall have a Director and such staff as may be necessary to carry out its program.** (As amended 804th B/R 1-28-71, p. 2)

Chapter 9

Department of Extramural Studies [1]

ART. 121. The Department of Extramural Studies shall take charge of extension classes of the University in places where the University

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* Obsolete.

** See resolution adopted at 60dth B/R, Mar. 10, 1961 to the effect that no librarian will carry an academic rank unless he is a member of the teaching staff of the Institute or Division of Library Science of the University. But this may have been modified by a subsequent resolution (adopted at the 754th B/R, Jan. 20, 1967) defining "Academic Staff". See Arts. 153, et seq., supra.

[1] The Department of Extramural Studies has not been existing since ten years ago. RSGarcia 12-14-81

To be posted at the back of page 30

NOTE: Pursuant to the resolution of the Board adopted at its 863d meeting held on 31 July 1975 (pp. 64 and 160 to 162 in the minutes thereof), amending some provisions of the B/R resolution (51-1 the 12-21-72) on the establishment of the U.S. System, the Office of the Director of Research Coordination is subject to approval by the Board, inasmuch as the Office of Research Coordination is classified as a principal office.

7-29-82
11-28-88

does not have any established branches and other sites that the President may designate. It shall also take charge of summer classes.

ART. 122. It shall offer undergraduate and graduate courses similar to those given in the regular units of the University in places where they may be needed, subject to such conditions as may be prescribed by the President.

ART. 123. It shall be administered by officials to be designated by the President from other University units or appointed by the Board of Regents on recommendation of the President. Such officials shall be responsible for the efficiency and adequacy of the operation of the extramural services and each shall perform his duties in accordance with the regulations issued by the Preside

ART. 124. Any surplus income which may be derived from the operation of this Department, including surplus income from summer classes, shall constitute a revolving fund for the improvement and extension of the extramural services of the University.

Chapter 10

Office of Research Coordination*

ART. 125. There shall be an Office of Research Coordination the officers of which shall be appointed by the President for a period to be determined by him. (702nd B/R, Nov. 9, 1962). See NOTE at back of p. 30.

ART. 126. The Vice-President for Academic Affairs shall be ex-officio Coordinator of Research and Chairman of the Office of Research Coordination. He shall be directly responsible to the President. 1/

ART. 127. All research work that may be conducted under the auspices of the University shall be governed by the rules adopted by the Office and approved by the Board of Regents upon the recommendation of the President.

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* See also resolution adopted at the 813th B/R, Sept. 30, 1971, establishing the University Research Council and converting the National Science Research Council and the Social Science Research Council into research grants committees. The University Research Council will integrate and coordinate research activities of research units and councils concerned primarily with particular disciplines and fields, relating them to goals and priorities of the University. It shall formulate guidelines for research coordination and recommend to the President such policies and rules as may be necessary to achieve a more integrated and effective research program for the University. The research grants committees shall study and screen research proposals in different disciplines for funding in accordance with the general policies and guidelines formulated by the University Research Council.

1/ See p. 4 of the "Compilation of Powers of the Vice-President for Academic Affairs" for the discussion on Art. 126.

ART. 128. Honorarium may be granted by the President for completed research, creative work, scholarly projects, and other forms of productive scholarship, provided the recipient shall not have received University assistance in the form of reduced teaching load or other research grant for the same project. Such an honorarium shall in no case exceed an amount equivalent to overload teaching honorarium paid to faculty members who are carrying a full teaching load. It shall be charged against the research funds of the University. The Office of Research Coordination shall evaluate the merits of the completed work.

Chapter 11

Accreditation

ART. 129. There shall be established a system of affiliation under which private secondary schools or liberal arts colleges could be accredited by the University, provided that: (1) they are non-stock and non-profit, (2) they maintain adequate standards in accordance with the rules adopted by the University, (3) they are financially able to support themselves, (4) they observe other conditions which may be promulgated by the University/President on the basis of the general principles of the University Charter and Code.

System

Title Three

THE UNIVERSITY DEPARTMENTS

Chapter 12

General Provisions

ART. 130. The University shall have the following independent departments outside of colleges and schools:*

a. The University Library;
b. The Department of Military Science and Tactics;
c. The Department of Physical Education; -6/
d. The Office of Student Affairs.

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* Other independent departments or units have since proliferated.

6/ Id became "Dept. of Sports, Play, Education and Recreation," a degree-granting unit, per 668 Ad. B/R. meeting, 30 January 1976.

7-27-72
11-28-48

ART. 131. The heads of the University Library, Department of Military Science and Tactics, [the Department of Physical Education] and the Office of Student Affairs shall be directly responsible to the President. In units outside of the Quezon City campus, each Dean shall have administrative supervision over the work of the branches of said departments in his college in the name and by authority of the President; Provided, however, That nothing herein mentioned shall be construed to curtail the power of direct supervision of the President over the said departments and their branches.
(As amended at the 868th BR, 1-30-76 at which the Dept. of Phy. Edu. was elevated to status of degree-granting unit and renamed Inst. of Sports, Phy. Edu., & Recreation)

Chapter 13

The University Library

ART. 132. There shall be a University Librarian appointed by the Board of Regents on the recommendation of the President. He shall administor the University Library and the branch libraries in colleges and schools, divisions, and departments, and perform such other duties as may be assigned to him by the President.

ART. 133. He shall present an annual report to the University Library Board on the general conditions and use of the libraries.

ART. 134. With the approval of the Library Board, the Librarian shall recommend to the President the appropriation for books, publications, equipment, materials, and supplies, and other needs of the library. He shall have the power to recommend to the President the appointment, promotion, and dismissal* of members of the staff of the Main Library and the branch libraries, and the transfer of any library staff member to any position within the Library where his services are needed or where his capabilities and training may best be used; Provided, That in the case of branch libraries, he shall consult the Dean or Director concerned.

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* See Appendices "II" and "X", infra.

7-29-72

ART. 135. He shall enforce the library rules and regulations* and shall report to the President, through the Dean of Students, violations by students that may call for disciplinary action. (790th B/R, Dec. 19, 1969).

ART. 136. The University Library Board shall consist of the President as Chairman ex-officio, and nine members appointed for a period of three years by the President from the humanities, the physical and biological sciences, the social sciences, and the professional schools; Provided, That of the nine members first appointed, the President shall designate three to serve for one year, three to serve for two years, and three to serve for three years. The Chairman of the U.P. Student Council shall be a member ex-officio of the Board, with full participation and voting rights. The Librarian shall be the secretary of the Board. (801st B/R, Oct. 29, 1970). c/

ART. 137. The Library Board shall act as the policy determining body in connection with the operation and maintenance of the University Library system. It shall adopt all library rules and regulations subject to the approval of the President.

ART. 138. The Library Board shall meet every three months and at such other times as may be deemed necessary; and shall render to the President an annual report on the operation and maintenance of the University Library System.

Chapter 14
The Department of Military ~~Science and Tactics~~ Citizen Training

ART. 139. The senior military officer detailed by the Armed Forces of the Philippines to the University shall be known, for military purposes, as Commandant of Cadets and, for academic purposes, as Head of the Department of Military ~~Science and Tactics~~ Citizen Training. His appointment shall be approved by the Board of Regents upon the recommendation of the President of the University System. (MC #28 & 16-74)

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* See Appendix "NN", infra. p. 267

c/ U.P.L.B. has its own University Library Board per 901st B/R, 27, April 1978.

ART. 140. As department head, he shall be responsible directly to the President of the University System in carrying out the academic policies of the institution insofar as they affect the ROTC and PMT cadets of the institution. When requested by the President of the University System, he shall render assistance compatible with the nature of the work of his department.

ART. 141. As Commandant of Cadets, he is directly responsible to the Superintendent, ROTC and PMT units, in carrying out operations and training policies as well as rules and regulations governing such units.

Chapter 15

The Department of Physical Education d/

ART. 142. The ~~Department of Physical Education~~ Institute of Sports, Physical Education and Recreation shall be administered by ~~the Director of Physical Education~~ a Dean who shall be appointed by the Board of Regents on the recommendation of the President. (As amended BOR dtd 1-30-76)

ART. 143. The ~~Director of Physical Education~~ Dean shall have charge of all instruction and activities pertaining to physical education in all the units of the University. He shall carry out the functions of the ~~Department~~ Institute as outlined hereunder, and perform such other duties as, from time to time, may be assigned to him by the President. He shall recommend to the President the appointment, promotion and dismissal of members of his staff.* He shall submit an annual report to the President on the work of ~~his department~~ the Institute. (As amended BOR 1-30-76)

ART. 144. The functions of the ~~Department of Physical Education~~ Institute of Sports, Physical Education and Recreation shall be: (As amended BOR 1-30-76)

a. To promote the recreative, social and ethical values derived from various sports;

b. To provide athletic activities conducive to the physical improvement of the individual student;

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* See Appendices "III" and "XII", infra.

d/ This department was elevated to the status of degree-granting unit as Inst. of Sports, P. Education & Recreation per BOR dtd 30 Jan. 1976

c. To provide restricted exercises upon prescription of the University Health Service for those with physical handicaps; and

d. To perform other functions that may be prescribed by the rules issued by the President.

ART. 145. The Department of Physical Education shall offer academic courses in Physical Education in cooperation with colleges and schools.

Chapter 16

Office of Student Affairs

ART. 146. There shall be an Office of Student Affairs, headed by the Dean of Students, which shall coordinate the operation of units provided in the following sections and such other units concerned with student personnel services as may be placed under this office by the Board of Regents. He shall submit an annual report, and such other reports as may be required, to the President of the University System. (As amended at 790th BR, 19 Dec. 1969)

Section 1. The University Health Service

ART. 147. The University Health Service shall be administered by a Director appointed by the Board of Regents on the recommendation of the President after consultation with the Dean of Students. (As amended at 790th BR, 19 Dec. 1969)

ART. 148. His powers and duties shall be the following:

a. He shall take direct charge of the infirmary on the Quezon City campus and shall inform the President, through the Dean of Students, on the work of the health services in units outside of the Quezon City campus; (As amended 790th BR 12-19-69)

b. He shall conduct medical and physical examinations in accordance with the rules of the University System;

c. He shall look after the health of the students;

d. He shall submit an annual report and such other reports as may be required to the Dean of Students; and (As amended 790th BR 12-19-69)

e. He shall perform such other duties as may be prescribed by rules issued by the President.

Sec. 2. The Offices of the Dean of Men and Dean of Women a/

ART. 149. There shall be a Dean of Men and a Dean of Women to be appointed by the Board of Regents on the recommendation of the President after consultation with the Dean of Students. The Dean of Men shall perform his duties for male students and the Dean of Women for female students. (As amended 790th BIR 12-19-69)

ART. 150. Their duties shall be -

a. To plan and supervise the disciplinary and educative aspects of student life in residence halls;

b. To participate in policy-making activities concerning students' welfare and interests;

c. To take charge jointly of the Freshmen Orientation Program.

d. To supervise the enforcement of University regulations regarding the campus housing and living conditionsof students not staying in residence halls;

e. To help promote closer relations between the faculty and the students;

f. To submit an annual report and such other reports as may be required to the Dean of Students; and (As amended 790th BIR 12-19-69)

g. To perform such other duties as may be prescribed by rules issued by the President.

Sec. 3. Counseling and Testing Center

ART. 151. There shall be a Coordinator of Guidance and Counseling Services to be appointed by the Board of Regents on the recommendation of the President after consultation with the Dean of Students. His duties shall be - (As amended 790th BIR 12-19-69

a/ The Dean of Men and Dean of Women have been appointed for quite a number terms now. Hence, Articles 149 & 150 have become inoperative. Atty. Gonzales 14 Dec. 1971

a. To coordinate and supervise the (1) counseling and testing services in the University; (2) in-service training of personnel engaged in counseling and testing services; and (3) research necessary for the counseling and testing services;

b. To participate in policy-making activities concerning students' welfare and interest;

c. To maintain and develop an occupations library;

d. To submit an annual report and such other reports as may be required to the Dean of Students; and (Amended 790 BOR 12-19-69)

e. To perform such other duties as may be prescribed by rules issued by the President.

Title Four

CONDITIONS OF EMPLOYMENT

Chapter 17.

General Provision

ART. 152. The Board of Regents, on the recommendation of the President, shall fix the compensation and salaries of members of the faculty, officers and employees of the University.*

Chapter 18

Academic Staff

Section 1. Composition

ART. 153. The academic staff of the University System shall be composed of the Teaching Staff and the Non-Teaching Staff. (754th B/R, Jan. 20, 1967).

ART. 153-A. The members of the teaching staff shall be classified as regular members of the faculty and non-regular members of the faculty. (754th B/R, Jan. 20, 1967).

ART. 154. The regular members of the teaching staff shall include the following:**

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* See Appendix "MM" (New Salary Scale effective July 1, 1974), P. 262, infra.

** See also Art. 170, infra, on "University Professors".

To be pasted at the back of page 38

Note 1: The positions of Assistant Lecturer & Associate Lecturer were established at the 759th B/R meeting 6-15-67

The Lecturer titles were created at the 845th B/R held on April 25, 1974 as LECTURER, SENIOR LECTURER, & PROFESSIONAL LECTURER.

The title "Special Lecturer" was/is reserved for those lecturing in non-degree oriented programs, also as per the 845th B/R, 25 April 1974.

Note 2: The salary of classes for academic non-teaching personnel has undergone several changes. Should the salary of classes be integrated into Article 15-A considering that the last might fill in several pages? Should it be made more flexible considering that it is subject to Secretary's salary now and then?

a. Professor
b. Associate Professor
c. Assistant Professor
d. Instructor
e. Assistant Instructor (N.B. This title does not exist in new system 1 July 1971)

ART. 155. The non-regular members of the Teaching Staff shall include the following:*

a. Assistant Lecturer
b. Associate Lecturer
c. Professorial Lecturer
d. Visiting Professor
e. Exchange Professor
f. Members with such designations as shall be determined at the time of their appointment.

} See Note 1 at back of page 38

ART. 155-A. The members of the non-teaching staff shall include: a. Research personnel - researchers, research aides, research assistants, research associates, research fellows, etc.
b. Professional extension workers
c. Professional librarians
d. Guidance counsellors
e. Technical specialists - training specialists, information specialists, labor education officers, legal education officers, training officers. (754th B/R, Jan. 20, 1967) - See Note 2 at back of page 38

ART. 156. Repeated reappointments to any non-regular position, no matter how many times made, shall not create any presumption of a right to another reappointment or to indefinite tenure.

Sec. 2. Qualifications

ART. 157. All appointments to the faculty/academic staff shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the University be a matter of examination or inquiry. (754th B/R, Jan. 20, 1967).

ART. 158. Members of the faculty/academic staff shall be exempt as such from any civil service examinations or regulations as a requisite to appointment. (754th B/R, Jan. 20, 1967).

ART. 159. Every recommendation to the Board of Regents for appointment or promotion shall be accompanied by a complete statement of the qualifications, training, service record, publications or researches of the candidate and such other matters which may be called for by the rules of the University.**

The highly beneficial effects of the 15% and 17% increases granted by the 754th B/R meeting on 20 January 1967. (Effective 12-17-66)

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* For compensation/honoraria and additional categories of non-regular faculty positions, qualifications standards and rules governing the appointment of non-regular faculty members, see Appendix "Q", p. 184, infra.

** For promotions for more than two steps and filling of vacant items, see Appendix "K", p. 171, infra.

To be pasted at the back of page 39

Note: The prohibition imposed in Articles 164 & 165 applies to all, faculty or non-faculty, regular faculty & non-regular faculty.

Proposed: Articles 164 & 165 be considered amended also by the addition of the term "academic staff" adopted at the 75th BIR held on 1-20-67 ?

Sec. 3. Appointments

ART. 160. Recommendations for appointments and promotions in the academic staff shall be made in accordance with such rules of procedure as may be prescribed by the President and shall be strictly in consonance with a plan of standardization of faculty positions.* In no case shall any appointment take effect earlier than thirty days before the last meeting of the Board. (818 B/R, Mar. 23, 1972).

ART. 161. In all appointments to the positions of assistant lecturers, associate lecturers or professorial lecturers in the University, nominees who are connected with the other branches of the Government shall present written permits from the department head concerned, and shall state the total number of hours a week they are teaching in other schools.

ART. 162. A professorial lecturer is equivalent to an associate professor or full professor in the regular class. Unless the candidate for the position is outstanding in his line of study and his competence and prestige entitle him to recognition as an expert by his colleagues in the field, he shall not be recommended for a rank higher than that of associate lecturer.

ART. 163. It is the policy of the University to discourage nepotism in appointments to the faculties and administrative staff of the University except in cases where the interests of the University require otherwise and the Board of Regents so decides. This policy shall be observed and applied within the individual units of the University, such as the colleges and schools.

ART. 164. No person shall be eligible for appointment or reinstatement as a regular member of the faculty of this University during the term for which he has been elected to any political office.

ART. 165. No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.

See Note on back p. 39

* See Appendices "JJJ" (p. 158 , infra), "KK", (p. 171), and "LL" (p. 171).

ART. 166. No person shall be appointed member of the faculty without compensation unless, in the opinion of the President, such person possesses high professional or scholastic competence and the immediate requirements of the University justify the appointment.

ART. 167. No person shall be appointed to the faculty on part- or full-time basis, with or without compensation, if said person is on the staff of any private university or college in the Philippines; Provided, That when the immediate requirements of the University justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such person may be appointed on year-to-year basis until another, who possesses the desired competence and is not connected with other educational institutions, is available and willing to accept such appointment.*

ART. 168. On the recommendation of the chairman of a department or division, if any, and the Dean or Director, and with the approval of the President and the Board of Regents, a professor or associate professor may be permitted to exchange for a period of one year or less, his position with a professor of approximately equal rank in another university. Whenever the circumstances of the case so warrant, the President shall recommend to the Board of Regents that a sufficient allowance in addition to his regular salary be given to the exchange professor of the University of the Philippines so as to enable him to maintain the prevailing standard of living corresponding to his position in the place where he is to teach as such exchange professor of the University of the Philippines. Exchange arrangements may be made only with non-profit and non-stock institutions.*

ART. 169. On the proposal of the Dean or Director, the President may recommend to the Board of Regents the appointment of visiting professors who shall serve for some special purpose for a limited period. The University may send visiting professors only to non-profit and non-stock institutions of learning.

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*See Appendix "Z", p. 216, infra.

6-25-89

ART. 170. University Professor shall be the highest rank in the University of the Philippines. It shall be conferred by the Board of Regents, on recommendation by the University President, upon a select few among the faculty in active service for exemplary achievement in their field. Once conferred, it shall be coterminous with service to the University unless revoked for very serious cause. The University Professor may, in addition, hold a Professorial Chair (over any period of time provided for in the grant of the Chair), or receive allowances or honoraria for various services rendered.

University Professor is a faculty position with a salary that shall at least match that of a Chancellor. Since University Professor is a faculty position, a University Professor shall be entitled to all benefits that accrue to a faculty position, including salary increases and salary adjustments.
(As amended at the 1010th B/R, March 11, 1988 and clarified at the 1017th B/R, Dec. 8, 1988)

ART. 171. The University Professor may be assigned to do research work, give lectures, or conduct seminar on the subject or subjects of his specialization in any college or unit of the University; and he shall be directly accountable to the University President or his educational assistant.

Sec. 4. Compensation

ART. 172. Full and part-time members of the faculty shall receive compensation in accordance with schedules approved by the Board of Regents.*

ART. 173. Lecturers shall be paid for each hour of acutal service and for each final examination in accordance with schedules approved by the Board of Regents. Any officer or employee of the government may be appointed lecturer if permitted to teach by the proper authority, in which case he may receive a compensation in accordance with the schedule approved by the Board of Regents.**

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* See Appendices "Q" (p. 184, infra) and "MM" (p. 262, infra.)

** See Appendices "P" (p. 182), "Q" (p. 184), infra.

Sec. 5. Promotions

ART. 174. In determining promotions in the faculty, careful consideration shall be given to the following factors: the teaching ability of the candidate, his research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity, and good personal character and conduct. A salary promotion may be given to a faculty member beyond the regular scale when his services are greatly needed even if for valid reasons his academic performance and scholarly competence do not justify promotion in rank. No person may be appointed or promoted to full professorship unless his record shows outstanding achievement in scholarship or science.*

Sec. 6. Academic Freedom of Teachers

ART. 175. Members of the teaching staff enjoy academic freedom; Provided, however, That no instructor in the University System/shall inculcate sectarian tenets in any of the teachings, nor attempt either directly or indirectly, under the penalty of dismissal by the Board of Regents, to influence students or attendants at the University System/for or against any particular church or religious sect or political party.

ART. 176. Academic freedom is the right of the teacher to teach the subject of his specialization according to his best lights; to hold, in other subjects, such ideas as he believes sincerely to be right; and to express his opinions on public questions in a manner that shall not interfere with his duties as a member of the faculty or negative to his loyalty to the school, college, or university that employs him. Within this specific framework, the following principles are hereby declared:

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* See Appendices "K" and "L", p. 171, infra.

a. The University of the Philippines System shall not impose any limitation upon the teacher's freedom in the exposition of his own subject in the classroom or in addresses and publications;

b. No teacher may claim as his right the privilege of discussing in his classroom controversial topics that are not pertinent to the course of study that is being pursued;

c. The University of the Philippines System should not place any restraint upon the teacher's freedom in the choice of subjects for research and investigation undertaken on his own initiative;

d. The University of the Philippines System should recognize that the teacher, in speaking or writing outside of the institution upon subjects beyond the scope of his own field of study, is entitled to the same freedom and is subject to the same responsibilities as attach to all other citizens but in added measure;

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

f. If the conduct of a teacher in his classroom or elsewhere should give rise to doubts concerning his fitness for his position, the question should in all cases be submitted first to a committee of the faculty, and in no case should any member of the teaching staff be dismissed before the normal termination of his period of appointment without full and open hearing before the Board of Regents, should he desire it, and only upon sufficient notice.*

Sec. 7 Tenure

ART. 177. Instructors. - (a) The initial appointment in the University to the rank of Instructor shall be temporary in character, for a period not exceeding one (1) year.

(b) A temporary appointment shall automatically terminate at the end of that one-year period unless the Chancellor or the President, upon

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* See Appendix "X", p. 207, infra.

recommendation of the Dean of the unit, renews that appointment for a period of one (1) year.

In no case, however, under normal circumstances, shall such renewal exceed five (5) years from the date of the initial appointment.

(c) After an Instructor has served three (3) years, it shall be mandatory for the head of the academic unit (e.g., department) to review his/her tenurability, and to inform him/her of possible non-renewal of appointment at the end of the fourth year.

After the Instructor has served for four (4) years, the same review should be undertaken.

This review shall be regularly reported to the Dean

(d) After that five-year period, the appointment shall automatically terminate, unless the Instructor is promoted to the rank of Assistant Professor, with or without tenure; Provided, That in the case of those pursuing master's studies who are already in the thesis stage, the appointment may be extended for another year but not to exceed two (2) years, Provided, That the Instructor is properly informed of said condition.

(e) Promotion to the rank of Assistant Professor shall be given only when the Instructor shall have obtained a graduate degree, or accomplished outstanding academic, creative, or professional work.

(f) Other rules on tenure to the contrary notwithstanding, an Instructor may be given tenure under the following conditions:

(1) Appropriate academic bodies have acted favorably on his/her tenure as well as promotion to Assistant Professor; however, there is no funding for the promotion to Assistant Professor;

(2) He/She has already obtained an MA/MS or equivalent degree, or accomplished outstanding academic, creative, or professional work; and

(3) He/She has already served for at least five (5) years.

(As amended at these B/R meetings: 834th, June 28, 1973; 888th, June 30, 1977; 932d, Sept. 18, 1980; 1017th, Dec. 8, 1988; 1031st, June 28, 1990; and 1081st [Special], Nov. 17, 1994.)

ART. 178. Assistant Professors. - (a) The initial appointment in the University to the rank of Assistant Professor shall be temporary in character, renewable every year for a period not exceeding three years.

(b) Such appointment shall automatically terminate at the end of that three-year period unless the Assistant Professor is given tenure on the basis of the criteria set for faculty promotions.

(c) No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement, shall be initially appointed to the rank of Assistant Professor.

(As amended at these B/R meetings: 834th, June 28, 1973; and 1017th, Dec. Art. 170.)

Note: At its 1026th meeting on November 23, 1989, the Board of Regents approved the following rule for the School of Economics:

> "The maximum period of temporary appointment as Assistant Professor of Economics is six years. At the end of this maximum period, either the appointment terminates or the appointee must be promoted to Associate Professor with tenure.
>
> "Note: This rule shall be observed for as long as the School continues to hire faculty members already with Ph.D's."

ART. 179. Associate Professors. - (a) The initial appointment in the University to the rank of Associate Professor shall be temporary in character, for a period not exceeding two years, after which it shall automatically terminate.

(b) A renewal after that two-year period shall be with tenure on the basis of criteria set for faculty promotions.

(c) No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement, shall be initially appointed to the rank of Associate Professor.

(As amended at these B/R meetings: 834th, June 28, 1973; and 1017th, Dec. 8, 1988.)

ART. 179a. Professors. - The initial appointment in the University to the rank of Professor shall be for a period of one year. A renewal shall be with tenure.

No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement, shall be initially appointed to the rank of Professor.

(As amended at these B/R meetings: 834th, June 28, 1973; and 1017th, Dec. 8, 1988.)

To be pasted at back of page 45

SUMMARY OF AMENDMENTS to the Faculty Tenure Rules that were approved at the 1017th B/R meeting on Dec. 8, 1988

"A. Rescission of the existing policy that 'no tenure shall be given to faculty members below the rank of Associate Professor.'

"B. Amendment of pertinent provisions of the Revised University Code governing faculty tenure (all revisions are asterisked):

"1. All initial appointments to the faculty (at whatever rank) shall be temporary.

"* a. Initial appointment at the rank of Asst., Assoc., or full Professor requires that appointee has graduate or professional degree, or outstanding academic, creative, or professional work. (The proposed revisions here are: that criteria are now specified for initial appointment at the rank of Assoc. Prof. or Prof.; and the addition of the word 'creative'.)

"b. All must serve for at least one year.

"c. Maximum period of temporary appointment -

"(1)	as Instructor:	5 years
"(2)	as Asst. Prof.:	3 years
"(3)	as Assoc. Prof.:	2 years
"(4)	as Professor:	1 year

"d. After this maximum period, the appointment terminates unless -

"* (1) Instructor is promoted to the rank of Asst. Prof., with or without tenure;

"(2) Asst. Prof., Assoc. Prof., or Professor is given tenure.

"(Note: Anytime within each maximum period of temporary appointment, one may be promoted or given tenure.)

"2. The minimum rank at which tenure may be given is Assistant Professor rank.

"Note: In 1973, tenure started only at the rank of Assistant Professor (B/R, 28 June 1973).

In 1977, tenure could start even at the rank of Instructor (B/R, 30 June 1977).

In 1986, tenure started only at the rank of Associate Professor (B/R, 24 April 1986).

"* 3. Appointee must be officially notified by the Dean 60 days before the termination of appointment. (The only proposed revision here is: 'by the Dean'.)

"* 4. Promotion of instructor to the rank of Asst. Prof.: instructor must have graduate degree or professional degree, or outstanding academic, creative, or professional work. (The only proposed revision here is 'creative'.)

"* 5. Tenure and promotion are separate: no promotion in rank necessarily carries tenure with it."

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ART. 179b. Terms and conditions of appointment. - The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be so informed in writing by the dean at least sixty days before the expiration date.

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

(As amended at these B/R meetings: 834th, June 28, 1973; and 1017th, Dec. 8, 1988)

ART. 179c. Promotions in rank. - Promotion in rank shall not necessarily carry tenure with it; that is, promotion is a separate matter from faculty tenure.

(As amended at these B/R meetings: 834th, June 28, 1973; and 1017th, Dec. 8, 1988)

ART. 179d. Nothing herein provided shall preclude the University from making appointments to the faculty on a contract basis for a fixed term. * (As amended at the 834th B/R meeting, June 28, 1973)

ART. 180. Appointments to the faculty on a contract basis shall not be governed by the above rules on tenure but by the terms of the contract.

Note: As recorded on page 7 of the minutes of the 1018th B/R meeting on January 30, 1989, the Board of Regents clarified the amendment of the faculty tenure rules approved at its 1017th meeting on December 8, 1988 as follows:

> "In regard to the amendment of faculty tenure rules approved by the Board at its 1017th meeting held on December 8, 1988, the Board clarified that in the grant of tenure the College may, with the approval of its faculty, adopt higher standards or requirements.
>
> "The clarification was given in light of the decisions of some units, including the College of Science, to adopt higher requirements in the grant of tenure."

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* As explained by the Committee which recommended the above provisions, their salient features are:

1. Tenure begins only with the rank of assistant professor. However, the rule shall have no retroactive effect, hence, instructors, with permanent appointment upon the adoption of the rule will retain their permanent status and those holding temporary appopintments are given five years to earn permanency according to the provisions of the new rules.

2. The "Up or Out" policy, originally proposed for those initially appointed in the University to the rank of instructor, is modified. Within the maximum probationary period of five years, an instructor is either promoted to the rank of assistant professor on the basis of his having a graduate degree or a professional degree requiring at least five years of academic work or outstanding academic or professional achievement.

NOTE: The explanatory notes 1 and 2 presented above and 3 and 4 presented on page 47 are those of the Committee that recommended the amendments to the faculty tenure rules that were adopted at the 834th B/R

ART. 180. Appointments to the faculty on a contract basis shall not be governed by the above rules on tenure but by the terms of the contract.

ART. 181. With respect to the members of the faculty of the College of Medicine who are resident physicians of the Philippine General Hospital, the following special rules shall apply:

a. Resident physicians shall be selected on the basis of competitive examinations conducted by a screening committee composed of the heads of departments of the College of Medicine. Each resident shall be appointed by the President upon recommendation of the Dean of the College of Medicine and the Director of the Philippine General Hospital.

b. There shall be no renewal of appointments of the said resident staff after five years of service; Provided, That a resident may be dismissed by competent authority for cause before the expiration of the five-year period. However, the department heads of the College of Medicine may recommend for retention beyond the five-year period, two understudies; Provided, That the candidates recommended must have accomplished some research work of high grade. See Note 1 at back of p. 46.

Sec. 8. Resignations 1/

ART. 182. No resignation presented by any member of the faculty shall be considered unless notice thereof has been given to the President through the Dean or Director concerned, at least sixty days before it takes effect. See Note 2 at back of p. 46.

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or his appointment is terminated. However, instructors holding permanent appointments at the time of the adoption of these rules may remain on the faculty, but their rank will be frozen at the instructor level unless they qualify for promotion to assistant professor on the bases of specified criteria.

3. A minimum qualification is set for initial appointment in the University to the rank of assistant professor.

4. To give the University greater flexibility in recruitment of its faculty, provision is made for appointments on the contract basis with a fixed term. These appointments will be covered by conditions set forth in the contract and not by the general provisions prescribed in article 177.

1/ As per decision of the Commissioner of Civil Service in C.S. Opinion (CSC Cir. 12 s. 1972), resignations submitted for acceptance cannot be accepted [illegible]

NOTE : Regn SEC 9, para. c of the BIR resolutions adopted at their 5th Meeting 21 Dec 1972, that granting/approval of fellowships is within the authority of the Chancellor.

ART. 183. No resignation shall take effect until the services of a successor or a temporary substitute have been secured. Failure to report for duty six months after appointment, without the President's written permission, automatically cancels the appointment.

See Note at back p. 46

ART. 184. The above rules shall not apply to resignations on account of serious illness, or when, in the judgment of the President, it is in the interest of the University that the resignation be accepted to take effect immediately. Acceptance of a resignation does not carry with it any waiver of the financial or property obligations of the person concerned to the University.

See Note at back pp. 46

Sec. 9. Fellowships

Sub-section 1. Regular Fellowships

ART. 185. Fellowships shall be created on the basis of the greatest need of, and usefulness to, the University. The appointment of fellows shall be made by the President of the University System, and shall be limited to the most able, promising and deserving in the line of study selected and on the basis of the qualifications mentioned in Art. 174.*

See Note at back p. 47

ART. 186. No member of the faculty above the rank of assistant professor shall be appointed to a University fellowship.

Sub-section 2. Partial Fellowships

ART. 187. Members of the faculty who have obtained fellowships or scholarships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the Board of Regents.

ART. 188. To insure the continuity of plans of research and the coordination of the various lines of specialization in the University System, a member of the faculty receiving any offer of financial aid from any person or organization in the form of fellowships, graduate or research

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* See Appendix "AA", p. 175, infra.

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A. Note regarding Article 189

The title "assistant instructor" has not been in use since July 1, 1971.

B. New Rules Governing Sabbatical Assignment approved at the 987th B/R Meeting

Quoted below are pertinent portions of the New Rules to Govern Special Detail, Outside Activities Leave Without Pay, and Sabbaticals that were approved at the 987th B/R meeting on April 24, 1987 and circularized, through a memorandum dated May 5, 1986, by the Secretary of the Board of Regents:

"4. Sabbaticals

"a. Sabbatical. - Subject to the exigencies of the service a sabbatical may be granted to a member of the faculty for rest, renewal or study for a period not exceeding one year, with full salary, under the following conditions:

"(1) That the faculty member has served the University not less than six consecutive years, at least as associate professor in the last two years; and

"(2) That in no case shall the sabbatical be granted within two years before the faculty member's compulsory retirement.

"If the sabbatical is for study or research and the faculty member applies, inaddition to the salary, for transportation costs, per diems and other forms of assistance, the following shall also be imposed:

"(1) That there is reasonable assurance on the basis of the faculty member's record, that the study or research will be accomplished; and,

"(2) That a full report of the study or research done shall be made at the end of the sabbatical."

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assistantships, or other kinds of remunerative employment to enable the grantee to pursue advanced or special studies abroad, must first obtain the approval of the President of the University System before accepting the offer. (See Note at back of p. 47)

Sub-section 3. Local Fellowships

ART. 189. The Deans or Directors shall, from time to time, recommend to the President a limited number of assistant instructors and instructors, chosen after competitive examinations, who shall be permitted to enroll in the University System for advanced degrees under such conditions as the President may stipulate. Among the items to be considered in the final rating shall be the candidate's knowledge of the course in which he intends to specialize, his efficiency, experience and training, and capacity to improve in his chosen line. In case there is only one member of the faculty applying for this privilege in a given department, the competitive examination may be dispensed with. (See Note at back of p. 48)

Sub-section 4. General Provisions

ART. 190. All candidates for fellowships shall undergo a thorough physical and medical examination by a competent committee tobe designated by the President of the University System, and those found possessing such symptoms as might seriously affect their health abroad and thus impair their usefulness as students, shall not be considered.

ART. 191. Appointees to fellowships, either regular, or partial or local, shall sign a contract binding themselves to such regulations as the Board of Regents may stipulate.*

See back of p. 48 for new rules governing sabbatical assignment approved at the 487th BR meeting, April 29, 1986.

Sec. 10. Sabbatical Assignment

ART. 192. Sabbatical assignments may be granted to members of the faculty to encourage study, investigation and research, and to improve their competency for service to the University System.

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*Per resolution of the B/R at its ~~579th~~ 725th meeting, ~~May 29, 1964~~ August 7, 1964, a faculty member who goes abroad on a fellowship or special detail shall post a performance bond which need not be underwritten by a surety company but by at least two solvent persons who will bind themselves solidarily with the faculty member. Preferably, the co-guarantors should not be officials or faculty members of the University System. If the bond is executed by a surety company, it must be a reputable one authorized by the Insurance Commissioner.

ART. 193. A sabbatical assignment for not longer than one year, with full or partial payment of salary, may be granted to a member of the faculty if, in the judgment of the President, and the Board of Regents, his record as a teacher or researcher in the University System shows reasonable assurance of fulfillment of the purposes of the assignment as expressed in the foregoing article; Provided, That he has served the University System for not less than six consecutive years, the last two years of which with a rank not lower than associate professor; If spent abroad, full transportation payment shall be provided by the University System.* (Amended, 88 B/R, 28 [20.1977.) Amended 12-17-51

Sec. 11. Teaching Load 1/

ART. 194. A teaching load of 12 hours a week for each faculty member shall be required; Provided, however, That no member of the faculty shall teach less than 6 hours per week.** (822nd B/R, July 31, 1972, superseding amendment introduced at 710th B/R, June 7, 1963).

ART. 195. The teaching load above prescribed shall be reduced in case a member of the faculty is engaged either in research, creative writing, or other productive scholarship or is assigned to perform administrative or committee work, and in such cases the following rules shall apply:

a. The maximum credit load for research work, creative writing or any other form of productive scholarship shall be six hours per week;

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* See resolution adopted at 760th B/R, July 14, 1967, as amended at 762nd B/R, Sept. 15, 1967, authorizing commutation in advance of salaries of faculty members given sabbatical leaves in accordance with this Article, the commutation in advance, not to exceed three months, of the salaries and/or family allowances of personnel on special detail abroad, subject to approval by the President.

** See also resolution adopted at 834th B/R, June 28, 1973 reducing the teaching load of U.P. High School faculty members, as follows:
Teachers of non-laboratory subjects - from five to four class periods.
Teachers of subjects with laboratory work - from six to five class periods.
This will give the faculty member concerned a regular load of 13 1/3 hours and 16 2/3 hours per week, respectively.
This is subject to the condition that the reduction in teaching load will not entail additional budgetary outlay.

1/ Articles 194 & 201 and 203 were replaced, by substitution, by the rules on teaching load, compensation, leaves, and outside activities for university

See back of p.48 for new rules governing sabbatical assignment approved at the 987 BR meeting, April 24, 1986.

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b. The maximum credit load for committee and administrative work for members of the faculty other than deans, directors, registrars, secretaries and heads of departments, shall be from three to five hours per week; Provided, That the nature of the work requires constant attention and regular performance.

ART. 196. For the purpose of computation, one hour devoted to lecture or discussion or recitation or to any combination of these, or two hours of laboratory work shall be considered as equivalent to one hour of teaching load; Provided, That the President, in his discretion, may consider 1 1/2 hours of laboratory work as the equivalent of one hour of teaching load in exceptional cases.

ART. 197. Graduate courses may be given one and one-half times as much weight as that of purely undergraduate courses by the respective administrative heads of the various graduate units of the several colleges subject in every case to the prior approval of the President.*

ART. 198. Faculty members who are assigned as advisers in the preparation of the theses of post-graduate students shall be credited with the equivalent of one hour of teaching load for every student advised for a master's degree and the equivalent of two hours of teaching load for every student working for a Ph.D. degree, subject to the rules and regulations of the University.**

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* At its 843rd meeting held on Mar. 28, 1974, the Board resolved that the practice of giving one-and-one-half times credit to graduate courses shall no longer be mandatory or automatic but shall be subject to the recommendation of the respective deans of the various units, subject in every case to the prior approval of the President or the Chancellor.

** At the 822nd B/R, July 31, 1972, the following resolution was adopted:

Revised schedule of honoraria for thesis advisers, critics and panel members:

	For Advisers	Per Critic	For Panel Member
a. Doctoral	P150	P75	P25
b. Masteral	P100	P50	P15

ART. 199. Whenever conditions in a certain college, school or department are such that the foregoing rules on teaching load are inapplicable, the President is authorized to make proper exceptions.

ART. 200. The resident staff of the clinical departments shall not be included in the computation of teaching load of the faculty.

ART. 201. The President, the Vice-President for Academic Affairs, deans, directors, and chairmen of departments or divisions shall enforce the rules governing teaching load. The application of the special provisions mentioned in Article 195 shall in each specific case be decided by the President, upon the recommendation of the Dean or Director concerned. The Dean or Director shall submit to the President for his approval the names of faculty members for whom credit is allowed.

ART. 202. Without the previous approval of the President, no honorarium for overload teaching shall be allowed.

ART. 203. Unless otherwise directed by the President, the following schedule of minimum teaching load shall be observed by members of the faculty performing administrative functions:

a. Deans and directors of colleges and schools and Registrar (if a member of the faculty) ..... 6 hours

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It is understood that if the advisers and critics serve as panel members as they usually do, they shall not receive the additional honorarium for panel member.

1-a. In this connection, the following limitation to the size of the panels:

(1) Doctoral panel -- not more than ten (10)
(2) Masteral panel -- not more than five (5)

Within the above limits, the various graduate programs may be allowed flexibility in determining the number of critics or panelists in a panel; provided that the total amount set aside for honoraria should not exceed ₱425 for each doctoral panel and ₱200 for each masteral panel.

7-6-89

b. Assistant deans and secretaries of colleges or schools ..... 9 hours

c. Chairman of divisions or departments ..... 12 hours

d. Faculty members with regular administrative duties not included above ..... 12 hours

ART. 204. The teaching load of a member of the faculty in units of the University situated in another locality outside of his regular station may be counted as overload for which he shall be entitled to an honorarium in accordance with rules prescribed by the Board of Regents.

Sec. 12. Retirement Privileges

ART. 205. Retired members of the faculty shall enjoy University library privileges and shall receive upon request publications of the University which are furnished to the faculty generally. They may also be entitled to such other privileges which, in the opinion of the President, the University is in a position to grant; and they shall be invited to participate in major university programs and activities.*

ART. 206. Upon the request of the Dean or Director of a college or school, a retired University officer or faculty member may be detailed, with his consent, by the President to some pending academic project or program or to a special activity of the college or school concerned.

ART. 207. A retired faculty member with the rank of professor may be appointed emeritus professor if he has rendered at least 20 years of active and faithful service to the University and has achieved marked distinction as a productive scholar, artist, or scientist, or is widely acknowledged as an effective and dedicated teacher. A special committee, appointed by the President, will be responsible for nominating retired professors for an emeritus appointment, the nomination to be submitted to the President of the University who, in his discretion, may endorse the matter to the Board of Regents for approval; Provided, That this procedure shall be without prejudice to any nomination which may be submitted by the faculty of the unit.** [As amended at these BOR meetings: 704th, Jan. 11, 1963; 765th, Dec. 19, 1967; 845th, April 25, 1974; 937th, March 5, 1981; and 1017th, Dec. 8, 1988.]

* See A-pendix "R" on automatic promotion or salary increase upon retirement, (pp. 188, infra.)

** For further delegation to the Vice-Presidents of authority to act for and sign for the President, see Appendix "E", pp. 148, infra.

Sec. 13. Faculty Directory

ART. 208. Members of the faculty shall fill out every two years or oftener as the need arises, the prescribed form in connection with the faculty directory to be kept in the Office of the University Registrar. (As amended at 861st B/R 5-29-75)

Chapter 19

Administrative Staff

Section 1. Appointment

ART. 209. The Civil Service Law, as well as the rules and regulations issued by competent authority pursuant thereto, such as the prohibition against nepotism, shall be taken into account in addition to whatever measures the Board of Regents may adopt in connection with appointments to the administrative staff.

ART. 210. All administrative officers, clerks, and other employees shall be appointed by the Board of Regents on the recommendation of the President; Provided, however, That an employee who is in the non-teaching staff shall be appointed by the President or the Chancellor, as the case may be, alone in case the starting salary for his position is lower than the starting salary for Category Positions and for which funds are available in the budget. (813th B/R, Sept. 30, 1971) (As amended at 864th B/R, 3-12-75 p.13) (As amended at 1324th B/R, 12-18-81)

ART. 211. Laborers and other helpers in the administration of grounds and buildings working on the daily-wage basis, shall be appointed by the President or the Vice-President for Administration / on his behalf upon the recommendation of the Director of Physical Plant. At the time of employment of each person by the Director, he shall determine the wage to be paid, except in cases where the same has been fixed by the President or the Board of Regents. He shall keep a record of the name of each person

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* For delegation to the Vice-Presidents of authority to act for and sign for the President, see Appendix "B", pp. 148 , infra.

so employed, the time when employed, the length of service, and the wages paid, and he shall report the same to the President whenever requested. (790th B/R, Dec. 19, 1969).

Sec. 2. Compensation

ART. 212. All administrative officers, clerks, and other employees shall be paid such salaries or wages as are fixed by the Board of Regents. If rendering overtime service they shall be entitled to such overtime pay or meal and transportation allowances as may be authorized.

ART. 213. Whenever a faculty member receiving extra compensation for administrative services rendered in addition to his teaching is absent for more than thirty days and another person is appointed to perform his administrative duties, the person so taking up this work shall be entitled to the additional compensation.

Chapter 20

Physical Examination

ART. 214. There shall be conducted an annual physical examination of the members of the faculty, officers and employees under the direction of the Dean of the College of Medicine or the infirmary staff of the University.*

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* In connection with the implementation of the annual physical and medical examination of faculty members, officers and employees of the University as provided under Article 214 of the Revised University Code, the Board, at its 839th meeting, Nov. 29, 1973, approved the collection through payroll deduction of an annual fee of ₱30.00 from University personnel.

For this purpose, the Board approved the establishment of a revolving fund under the administration of the University Health Service, to which all fees paid by personnel availing of the facilities and services of the Health Service shall accrue and against which all expenses for x-ray films, chemicals and other supplies and salaries and wages of additional personnel will be charged.

In the case of outlying units operating clinics of their own, the revolving fund shall be under the administration of the unit concerned to be used also for the same purpose. However, for units being serviced

To be pasted at the back of page 55

Note 1: Copies of Sec 9, pars. a of the B/R resolutions adopted at the 524th meeting held on 21 Dec. 1972, the pasting of same attached is admitted for authenticity of the Chancellor.

NOTE 2: The undersigned declares that the redesignation of the terms "academic staff" as consisting of the teaching and non-teaching groups adopted by the Board at its 754th meeting on February 20, 1967 did not/does not affect/amend Article 218. The substitution of "academic staff" for the simple substantive "faculty" needs made by the LAW CENTER in 1975.

Armando B. Ausejo
8-3-82.

Chapter 21

Working Hours

Section 1. General Provisions

ART. 215. Full-time members of the faculty and employees of the University shall be on duty on a minimum of forty hours during each week in accordance with a time schedule to be approved by the President; Provided, however, That in the Conservatory of Music and in the School of Fine Arts and Architecture, a minimum of 24 hours a week may be allowed to the members of the faculty who are not performing administrative duties, but the Director may require additional hours of duty when in his opinion the interests of the college so require. See Note 1 at back pg. p. 55

ART. 216. Except in the College of Medicine where the time required shall be in accordance with the exigencies of the service, part-time service calls for the following:

a. At least four hours of service each working day in case there are five working days a week.

b. At least 3 1/3 hours of service from Monday through Friday and at least 2 1/2 hours of service on Saturday in case there are six working days a week.

ART. 217. When the interests of the university service so require, the head of any office may request the proper authorities to extend the daily hours of labor for any or all of the employees under him, and may likewise require any or all of them to do over time work not only on workdays but also on holidays.

original record as in printed Code

Sec. 2. Service Report.

ART. 218. Members of the ~~administrative~~ faculty staff shall accomplish a certificate of service which shall be submitted, through the Dean or Director, to the Secretary of the University on each pay day, but those whose salaries are paid by the hour shall accomplish the daily time record. See Note 2 at back p. 55

ART. 219. All members of the administrative staff shall record their time of service either by the use of the bundy clock, if one is provided, or by the daily time record. The use of the bundy clock is personal to the employee and cannot be delegated to another, and any violation of this requirement subjects the offender to administrative action.

ART. 220. The following are exempt from accomplishing service reports:

a. The President
b. The Vice-Presidents
c. The Chancellors
d. The Vice-Chancellors
e. The Dean of Students
f. The Dean of Admissions
g. The Registrar
h. Deans and directors of colleges and schools; and
i. Heads of departments or offices and others of similar category. (828th B/R, Dec. 21, 1972; 790th B/R, Dec. 19, 1969).

Sec. 3. Consultation Hours

ART. 221. Each member of the faculty shall be available for consultation for at least ten hours a week during regular office hours. The Dean or Director in consultation with the faculty member shall determine these hours at the beginning of every semester or term and shall designate the particular students and their number who shall consult with the teacher at the designated hours and rooms. In place of consultation work, the President may give the faculty member a different assignment, other than class recitation work, should he consider such assignment necessary.

ART. 222. Whenever the class schedule of a student conflicts with his consultation schedule, a special time for consultation in his case shall be arranged by the faculty member with the approval of the Dean or Director.

To be pasted at the back of page 57

NOTE : At its 944th meeting held on 3 Sept 1961, the Board delegated to the President & the Chairman the authority to approve study leave with pay.

There are no implementing rules regarding the granting or enjoyment of study leave with pay, other than that the leave is not chargeable to any leave credit accruing to the employee concerned.

cgs 11-21-69

Chapter 22

Leave Privileges

Section 1. General Provision

ART. 223. Leaves of absence in the University shall be classified as follows:

a. Teacher's leave;
b. Cumulative leave;
c. Maternity leave; and
d. Military Service leave. *

Sec. 2. Teacher's Leave **

ART. 224. Teacher's leave shall be granted to full and part-time members of the faculty who do not normally perform administrative functions. It shall consist of vacation and sick leaves, neither of which shall be cumulative.

ART. 225. Teacher's vacation leave shall consist of one month in each academic year in addition to the usual Christmas vacation. Such vacation leave may be taken only during the regular vacation periods of the University, except in the case of members of the faculty who are also members of the staff of the clinical departments of the College of Medicine and resident physicians in the Philippine General Hospital who may be permitted to enjoy the same at any time during the year at the discretion of the Chancellor; Provided, however, That the Chancellor may, in his discretion, on recommendation of the deans and directors of the respective colleges or schools, grant to members of the faculty whose services are not required vacation leave in excess of one month during such vacation periods; Provided, further, That in case of sickness for more than fifteen days during the regular class periods, vacation leave with pay not exceeding one month in lieu of the summer vacation may be allowed during the regular class periods; and Provided, finally, That the work of the members of the faculty to whom such leave is granted is duly taken care of without the need of a new appointee. (828th B/R, Dec. 21, 1972)

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* See NOTE at the back of p. 57.

** At its 907th meeting on Oct. 26, 1978, the Board of Regents approved a set of rules governing teacher's leave of the faculty of the U.P. College Clark Air Base. Articles 224 to 228, therefore, do not apply to them.

11-21-89

ART. 226. Notwithstanding the provision of the next preceding Article, the Chancellor may detail such members of the faculty as he may consider necessary to teach during the summer sessions of the University, but such members so detailed and who actually teach throughout the summer sessions shall be entitled to vacation throughout the next succeeding summer. (828th B/R, Dec. 21, 1972)

ART. 227. In the event of failure to render service as required in the next preceding Article, without good reasons, the teacher in question shall not be entitled to the regular salary corresponding to that summer session.

ART. 228. Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays and holidays, in any one academic year. Absence for more than two days at a time shall not be approved unless a doctor's certificate is submitted or unless the physical appearance of the faculty member clearly shows that he has been sick or seriously indisposed.

ART. 229. The inter-semester period shall not be a vacation for the faculty members but shall be for the purpose of giving them time to grade examination papers, prepare reports of student's grades, clear up all other pending academic and committee work, and help in the registration for the following semester.

Sec. 3. Cumulative Leave

ART. 230. Cumulative leave shall be granted to members of the faculty who regularly perform administrative functions and to officers, employees, and laborers. Administrative functions pertain to offices which are normally necessary in the management of the affairs of the University and its units.

To be pasted at the back of page 59

UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

OFFICE OF THE PRESIDENT

13 July 1989

EXECUTIVE ORDER NO. 3

SUBJECT: Clarification of the Policy on the Grant of Cumulative Leave Status to Faculty Members

The grant of cumulative leave status is a privilege extended to faculty members who hold administrative positions in the University. Such privilege may also be extended to a faculty member who is involved in research under the following conditions:

1. the faculty carries an official designation as program/project/study leader lasting at least one academic year;
2. his or her assignment as program/project/study leader prevents him or her from taking advantage of teacher's vacation leave;
3. he or she shall be entitled to cumulative vacation and sick leave credits only during the summer period to be computed based on the following:

   For 30 calendar days of service during the summer period, 1.25 vacation leave credits and 1.25 sick leave credits shall be earned.

For the guidance of all concerned

(Sgd.) JOSE V. ABUEVA
President

JVA/lcm

Antonia B. Arcilla
June 21, 1989
Tuesday

11-21-89

Faculty members who are engaged in assignments which involve reporting for work beyond the normal office hours, and which prevent them from taking advantage of the teacher's vacation leave, both conditions being certified by the appropriate dean or director, may enjoy cumulative leave status. This privilege may be granted only when the assignment carries an official designation or appointment, lasting at least one academic year with the previous approval of the Chancellor. (710th B/R, June 7, 1963 and 828th B/R, Dec. 21, 1972)

See back of p. 59 for the text of E.O.# 3, July 13, 1989, clarifying the policy on the grant of cumulative leave status to faculty members.

"ART. 231. After at least six months of continuous, faithful, and satisfactory service, the persons mentioned in the next preceding Article shall be entitled to vacation and sick leaves, both with full pay and exclusive of Saturdays, Sundays and holidays for each calendar year of service."

"ART. 232. Vacation leave of 15 days and sick leave of 15 days may be granted to officers and employees of the University at such times during the calendar year as may be approved by the Chancellor. Both leaves shall be cumulative and any part thereof which may not be taken within the calendar year in which it is earned may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the University through no fault of his own, he shall be entitled to the commutation of all accumulated vacation and/or sick leave to his credit; Provided, That the total vacation leave and sick leave that can accumulate to the credit of any officer or employee shall in no case exceed ten (10) months; Provided, further, That the Chancellor may, in his discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed officer or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid; Provided, furthermore, That no person whose leave has been commuted following his separation from the University shall be re-appointed or re-employed in the University before the expiration of the leave commuted

TO BE PASTED AT THE BACK OF PAGE 60

Republika ng Pilipinas
KOMISYON NG SERBISYO SIBIL
(Civil Service Commission)
Lungsod ng Quezon

MC No. 10, s. 1986

MEMORANDUM CIRCULAR

T O : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS INCLUDING GOVERNMENT OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Supplementary Guidelines on the Computation of Terminal Leave

Memorandum Circular No. 54 of the Office of the President dated March 24, 1986 prescribed guidelines on the computation of creditable vacation and sick leaves, the dispositive portion of which reads as follows:

"Accordingly and for the guidance of all concerned, the computation of leave credits shall be as follows:

Any officer/employee of the government who retires/voluntarily resigns/is separated from the service through no fault of his/her own, and who is not otherwise covered by special law shall be entitled to the commutation of all his/her leave credits exclusive of Saturdays/Sundays/holidays without limitation and regardless of the period when the credits were earned; provided that the leave privileges under EO No. 1077 as herein outlined may be availed of only by concerned officers/employees in the service as of the effectivity thereof on January 9, 1986".

Interpreted literally, the above-cited provision of the Circular would, in effect, repeal some specific provisions of existing leave laws, particularly Sections 284 and 285-A, as amended, of the Revised Administrative Code which provide for the inclusion of Saturdays, Sundays and holidays in the computation of leave prior to the enactment of RA 2625 on June 17, 1960.

Accordingly, and to provide uniform interpretation of OP Memorandum Circular No. 54, the following supplementary guidelines are hereby prescribed:

1. All leaves forfeited in excess of five (5) months as of June 15, 1954 and in excess of ten (10) months as of October 11, 1961 shall be restored.

2. All accumulated leaves earned as of June 16, 1960 shall be inclusive of Saturdays, Sundays and holidays while those earned beginning June 17, 1960 shall be exclusive of Saturdays, Sundays and holidays. Leave earned in both instances shall be treated separately and in no case combined.

3. The annual five-day vacation leave mandated under EO # 1077 dated January 9, 1980, which need not be successive shall be strictly complied with.

4. The leave privileges herein outlined may be availed of only by concerned officials and employees in the service as of January 9, 1986.

Please be guided accordingly.

(Sgd.) PATRICIA A. STO. TOMAS
Chairman

June 30, 1986

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unless he first refunds the money value of the unpexpired portion of the leave commuted

For the purpose of granting leave of absence to employees required to observe service schedules which extend to six or more days a week, leave credits shall be charged with only the number of hours that are supposed to be rendered on that day. (764th B/R, Nov. 21, 1967 and 828th B/R, Dec. 21, 1972). *

ART. 233. Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of his immediate family.

Sec. 4. Maternity Leave

ART. 234. Maternity leave shall be granted to married women members of the faculty, officers, and employees, in addition to such leaves to which they may be entitled as provided in the preceding sections.

ART. 235. Women employees shall be entitled to the privilege granted by the Maternity Leave Law. In the case of women members of the faculty, they shall be entitled to maternity leave of six months, two months before and four months after delivery; Provided, however, That such leave shall be paid subject to the provisions of the Maternity Leave Law; Provided, further, That if the health of the mother or of the child so requires it, as evidenced by a medical certificate, such leave may be extended by the Chancellor; Provided, furthermore, That if the health of the mother and her child so warrants, as evidenced by a medical certificate, and her services are urgently needed, the Chancellor may reduce the leave after delivery from four to two months; and Provided, finally, That in special cases the Chancellor may waive the provisions of the two preceding clauses if the health of the mother and her child so warrants as evidenced by a

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* This last paragraph was adopted to govern personnel on cumulative basis, in lieu of Section 23, Rule XVI of the Revised Civil Service Rules. Under this paragraph, where the exigencies of the service require a staggered service schedule extending to six or more days a week for certain personnel, said personnel will not be penalized for absences incurred which would amount to more than the number of hours absence actually incurred, which is otherwise the case under the present Revised Civil Service Rules.

See back of p. 60 for the text of CSC Memorandum Circular No. 10, June 30, 1988, prescribing supplementary guidelines on the computation of terminal leave.

11-21-84

medical certificate, but in no case shall the period of leave be less than thirty days before and thirty days after delivery.
(685th B/R, April 14, 1961 and 828th B/R, Dec. 21, 1972) *

Sec. 5. Military Service Leave

ART. 236. Military Service Leave shall be granted to members of the faculty, officers, and employees.

ART. 237. Any person mentioned in the next preceding Article who may be called in accordance with the National Defense Act or any other law for trainee instruction, or for regular active duty training, shall be paid his salary during his absence for such purpose.

ART. 238. When he goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, he shall apply for leave of absence. In case the application if approved, he shall draw no compensation from the University during his absence; Provided, however, That his absence shall not curtail his vacation leave privileges in the University.

Sec. 6. Leave Without Pay and Unexplained Absence **

ART. 239. Leave of absence without pay, not exceeding one year at a time, shall be granted for good cause, the absence to be timed in advance so as not to interfere with the work of the University; Provided, however, That where a leave of absence without pay is applied for in order that the applicant may pursue advanced studies abroad, the President or the Chancellor, as the case may be, shall direct the Dean or Director concerned to ascertain whether it would be a more feasible arrangement for the University, in case the application is granted, to allot the functions of the absent faculty member among the remaining members or to employ a substitute, and make a corresponding report thereon.
(828th BR, Dec. 21, 1972)

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* At its 891st meeting on Aug. 25, 1977, the Board of Regents "authorized the President and/or the Chancellor of an autonomous University to waive the University rules on maternity leaves in individual cases".

** For additional rules, see Appendix "T", p. 190, infra.

To be pasted at the back of page 62

ART. 241. A member of the academic staff or an administrative officer may be assigned by the President or the Chancellor, as the case may be, on a special detail in the Philippines or abroad for the benefit of the University or of any of its units under conditions to be fixed by him in each case; Provided, That members of the faculty who are married at the time of the detail may be granted an extra family allowance of one hundred fifty (P150) pesos per month, to commence from the date of departure from a Philippine port to the date of their arrival in the Philippines if in the opinion of the President, or the Chancellor, as the case may be, the circumstances warrant; Provided, further, That the President, or the Chancellor, as the case may be, may authorize the commutation in advance of salaries and/or family allowances, such commutation to be limited to not more than three (3) months; Provided, finally, That, upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions:

a. Secondment to a private agency or to a career position in the government shall not exceed one calendar year, renewable for a like period; provided, that should the person seconded fail to return to the University after the expiration of two calendar years, the position in the University shall be ipso facto vacated; provided, further, that secondment to accept academic positions with an academic institution with which the University has a memorandum of agreement shall be for the duration of the term of the position to which the secondment is made.

b. Secondment to a policy determining, primarily confidential or highly technical position in the civil service may initially be for two calendar years, renewable for a like period; provided, that should the person seconded fail to return to the University after the expiration of four calendar years, the position in the University shall likewise be vacated ipso facto.

c. If a full-time secondment is with pay, honorarium, or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.

d. Secondment to international agencies or organizations shall be subject to existing agreements between such agencies or organizations and the Philippine government.

(As amended at them B/R meetings: 754th, 1-20-67; 760th, 7-14-67; 762d, 9-15-67; 801st, 10-29-70; 828th, 12-21-72; 839th, 11-29-73; and 987th, 4-24-86.)

ADDITIONAL RULE GOVERNING SPECIAL DETAIL OR SECONDMENT AS A FORM OF OUTSIDE ACTIVITY AS DEFINED AT THE 987th Board of Regents Meeting on April 24, 1986

"Reports and Disclosures. - Any person authorized under these rules to be involved in outside activities shall make periodic reports on and full disclosure of such activities, through channels, to the Chancellor."

NOTE: At its 987th meeting, the Board redefined the scope of outside activities as follows:

"Coverage. - Outside activities of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a memorandum of agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Such activities shall not be considered part of the regular workload of the personnel concerned."

academic staff,

ART. 240. Any member of the faculty, officer, or employee of the University System shall be dropped from the service for unexplained absence for at least thirty days after the expiration of the period of the leave granted. (As amended at 754th B/R, January 20, 1967)

Chapter 23

Special Detail

ART. 241. A member of the academic staff or an administrative officer may be assigned by the President on a special detail in the Philippines or abroad for the benefit of the University System/or any of its units and under conditions to be fixed by him in each case; Provided, That members of the faculty who are married at the time of the detail may be granted an extra family allowance of one hundred fifty (P150) pesos per month, to commence from the date of their departure from a Philippine port to the date of their arrival in the Philippines if in the opinion of the President the circumstances warrant.*

(See back at p. 62 for the updated version.)

ART. 242. Persons given such special detail shall submit a complete and detailed report of their work within 40 days after their return to duty.

Chapter 24

Student Privileges**

ART. 243. Members of the faculty, officers, and employees shall have the privilege of enrolling in the University for not more than nine units at the undergraduate level or six units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or their career development, subject to the approval of the Chancellor or his authorized representative. In the case of non-teaching personnel, the courses shall be taken after office hours.

(As amended at the 836th B/R meeting, Aug. 30, 1973 and further amended at the 990th B/R meeting, Aug. 28, 1986)

ART. 244. Any one enjoying student privileges shall be charged an amount equivalent to 25% of the fees for the courses in which he is enrolled rounded to the next higher five pesos (P5.00). Permission to enroll in more than six units a semester may be granted depending on the individual merits of each case. The full rate of fee shall be applied to the units beyond the first six units.

ART. 244-a. Children and wife or husband of permanent full-time faculty members and of other full-time personnel, including those on daily wage basis, who have served continuously in their work for a period of not less than five (5) years, of the University proper, studying in the University of the Philippines, shall be exempted from the payment of tuition fees, provided said students passed a minimum of twelve (12) units or three-fourths of the total units he was enrolled in on the last day of late registration whichever of the two alternatives is higher, in the last semester attended. (846th B/R, May 30, 1974 superseding 816th B/R, Jan. 27, 1972, and 552nd B/R, Dec. 20, 1951).

Chapter 25
Restrictions

ART. 245. No member of the faculty, officer or employee of the System University/shall publish or discuss publicly the proceedings of the Board of Regents or its decisions, not yet released for publication, without the written permission of the President.

ART. 246. No member of the faculty, officer, or employee of the System University/shall publish or discuss publicly any information concerning a particular college or school, not released for publication, without the written permission of its Dean or Director and the President.

ART. 247. No member of the faculty, officer, or employee shall publish or discuss publicly charges or complaints against any other member of the faculty, officer, or employee concerning his official duties

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or his private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University System/for action before resorting to any other remedy available to the complaining party.

ART. 248. All information concerning a particular college or school shall be given by its Dean or Director; Provided, That the information has to do with his college or school only and not with any other college or school of the University System/ Provided, further, That the President may prohibit the publication or the release of any news affecting the University System.

ART. 249. Authors of articles appearing in University System/publications shall be severally responsible for the opinions expressed therein.

ART. 250. No member of the ~~faculty~~ academic staff, officer, or employee of the University shall, without permission from the President, or the Chancellor, as the case may be, practice any profession or manage personally any private enterprise which in any way may be affected by the functions of his office; nor shall he be directly financially interested in any contract with the University System unless permitted by the Board. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service. (As amended at the 754th BR, 1-20-47 & 839th BR, 11-29-73) *

ART. 251. No dean of a college or director of a school in the University System/ shall, unless expressly authorized by the Board of Regents, accept other assignments involving administrative duties and responsibilities in other units of the University System/ or in any branch of the government service.

ART. 252. Permission to engage in private practice of the profession of faculty members may be granted only if such private practice may enhance their usefulness to the University System/ or improve their efficiency.

*/ Further amended at the 1031st BOR meeting on June 28, 1990, such that the phrase "President or" was deleted from the original phrase which read "the President or the Chancellor."

AB Aurelio
5-1-97

To be pasted at the back of page 65

ART. 254. No member of the faculty on full-time basis may engage in teaching outside of the University of the Philippines unless so authorized under a faculty exchange program duly entered into with another educational institution; Provided, That, in exceptional cases, the President, or the Chancellor, as the case may be, may grant permission to faculty members to teach in another institution even in the absence of an institution-to-institution agreement between the University and the other institution.

(As amended at the 793d B/R meeting, 4-7-70, and 842d B/R meeting, 2-28-74)

SUBSEQUENT AMENDMENT:

Quoted below are pertinent portions of the New Rules to Govern Special Detail, Outside Activities (which include teaching outside), Leave Without Pay and Sabbaticals that were approved at the 987th B/R meeting on April 24, 1986:

"Outside Activities

"a. Coverage. - Outside activities of University personnel shall include: limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a Memorandum of Agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University. Such activities shall not be considered part of the regular work load of the personnel concerned.

"b. Prior Authorization Required. - No member of the University personnel shall engage in outside activities without prior authorization from the Chancellor upon endorsement by the Dean, Director, or head of office concerned, subject to the exigencies of the service.

"c. Duration. - Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the Chancellor upon recommendation of the Dean, Director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the Chancellor."

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ART. 253. The privilege of private practice, when granted, shall be for a definite period of one year, renewable at the discretion of the President, or the Chancellor, as the case may be, for one-year periods, and under such conditions as may be prescribed by him regarding the nature of the work, the time of performance, and other circumstances. (As amended at 889th BR 11-29-73)
(See back of page 65 for other rules approved at 987th BR 4-24-86)

ART. 254. No member of the faculty on full-time basis may engage in teaching outside of the University of the Philippines unless so authorized under a faculty exchange agreement duly entered into with another educational institution. (793rd B/R, April 7, 1970).*
(See back of page 65 for the text of the updated version.)

ART. 255. No member of the faculty shall have dealings with any student involving money, property, or other valuable considerations which might have an influence on the scholastic standing of such student in the University System.

ART. 256. No member of the faculty shall be permitted to give private lessons to any student enrolled in his college or school and to accept payment therefor without the previous approval of the President.

ART. 257. No book, outline, compilation, or syllabus, whether printed or duplicated, shall be used as a basic or required textbook in any class unless approved by a committee in accordance with the rules prescribed by the President. Prices shall be determined in accordance with the rules issued by the President.

ART. 258. Insofar as it is consistent with their regular duties and if approved by the President, faculty members who are members of the National Research Council and similar institutions of the government may use official time in attending meetings of such institutions.

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* See Appendix "Z", p. 216, infra.

ART. 259. Members of the faculty of the University System shall be permitted to accept invitations to speak at graduation exercises of other schools or colleges, and the time spent in going to and returning from the place shall be counted as official.

ART. 260. No member of the faculty shall enroll as a student in the University System or in an outside institution without the permission of his Dean or Director and the Chancellor President. Permission may be granted only when, considering the teaching load of the faculty member, the nature and scope of the course he intends to take, and the time the course requires, such study will not impair his efficiency as a member of the faculty.* [Recommended here & 36th B/R, Aug. 30, 1973]

ART. 261. No member of the faculty may invite any person who is not officially connected with the University System to give a lecture or talk on any subject before his class or any group of students without permission from the Dean/Director or the President. Violation of this rule shall subject the faculty member concerned to disciplinary action.

ART. 262. Before a member of the faculty can undertake any research work under the auspices of an organization outside of the University of the Philippines System, he shall obtain the consent of the proper division or department chairman, Dean or Director, and of the President, and in the publication of such research, the University of the Philippines System shall be credited, side by side with the outside organization.**

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* See Appendix "W" (Rules on the Privilege to Study, 836th B/R, Aug. 30, 1973), p. 201, infra.

** See Appendix "O" (Rules on Teaching Load, Community Service, and Outside Activities for University Personnel), p. 177, infra.

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Chapter 26

Suspension and Removal *

ART. 263. No member of the faculty, officer or employee shall be suspended or removed except for cause after an investigation and hearing shall have been had. *

ART. 264. Notwithstanding the provisions of the next preceding Article, the President may suspend any member of the teaching staff, officer or employee during the pendency of the administrative charges against him. *

ART. 265. The President may suspend or remove after due hearing administrative officers and employees, without prejudice to an appeal to the Board of Regents within thirty days after the receipt of the decision. *

Chapter 27

Insurance and Retirement

ART. 266. The University participates in the Government Service Insurance System.

ART. 267. A faculty, officer, or employee who has the necessary technical, academic, and moral qualifications but is unable to pass the medical examination for government insurance shall nevertheless be considered permanent for all other purposes except membership in the insurance and retirement funds plan administered by the Government Service Insurance System.

ART. 268. In cases of leave of absence without pay of members of the faculty and other personnel of the University/ System the University/ System shall pay the government share in the life insurance premiums corresponding to the first year of the leave. Thereafter, the person concerned, excepting in meritorious cases, shall pay both the personal and government shares.

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* Suspension and Removal of Faculty Members and Employees.

Chapter 28

Diploma of Merit

ART. 269. A "Diploma of Merit" shall be presented to members of the faculty and the administrative staff for exemplary conduct, loyalty, and exceptionally efficient and meritorious services to the University System upon their voluntary resignation or their retirement from the service after at least 15 years. The diploma shall be issued and signed by the President and the Secretary of the University on the date following the last day of active service [See 733d B/R 4-17-65 pp. 24 & 25]

Chapter 29

Organizations and Associations

ART. 270. An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President and approved by the Board of Regents. (Cf p. 141 infra, w/ particular reference to item marked with an *)

Chapter 30

Coursing of Communications

ART. 271. All employees and members of the faculty of the University System shall forward all official communications which they may desire to bring to the notice of the President, the Board of Regents, or any of its members, through the proper Dean or Director, to the President for his action or decision or for transmission to the Board of Regents, as the case may be.

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Title Five

BUSINESS AND FINANCIAL ADMINISTRATION

Chapter 31

Administration of University System Property

Section 1. Names of Buildings and Structures

ART. 272. University buildings, structures, streets, and other places shall have such names as may be given them by the President or a committee chosen by him.

Sec. 2. Supervision of Buildings and Grounds

ART. 273. The University grounds and buildings located in Quezon City shall be under the immediate supervision of the Director of Physical Plant. He shall be responsible for their proper care and repair. He shall supervise the employees and laborers under the general administration who are specifically assigned for the upkeep and maintenance of grounds and buildings, with the exception of those who may be otherwise assigned under other officials of the University System.

Sec. 3. Custodianship of Buildings

ART. 274. The custodianship of University System/buildings shall be lodged in the Vice-President for Administration. (As amended at 789th B/R, 11-26-69 & 790th, 12-19-69)

ART. 275. The duties of the custodian shall be those that are provided in the rules and regulations of the University System.

Sec. 4. Use of Buildings and Premises

ART. 276. The University Registrar shall have the power to allot classrooms in the buildings on the main campus in Quezon City. (As amended at 790th B/R 12-19-69 & 861st B/R, 5-29-75)

ART. 277. Unless otherwise provided, only recognized university and college or school organizations may have the privilege of using a building or a portion of a building or any other property belonging to the University System.

University, college or school organizations are those whose members are drawn from the students, alumni, employees or faculty of the University in accordance with the rules promulgated by the President.

ART. 278. The use of buildings and premises by individuals or by outside organizations shall be in accordance with rules promulgated by the President.

Sec. 5. Property Responsibility

ART. 279. College properties (equipment, supplies, etc) shall be under the immediate custody and responsibility of the respective deans or directors, who shall each designate an employee to take charge of properties issued to the department or division; provided, however, that at the request of any college and with the approval of the President or his duly authorized representative, property responsibility shall be assumed by department chairmen or heads of offices for the property in their respective departments or offices. Each administrative official having property responsibility shall be bonded. (786th B/R, Aug. 28, 1969).

ART. 280. No one shall take from the buildings or grounds any University property for private or public use without the approval of the Vice-President for Administration or his authorized representative. (790th B/R, Dec. 19, 1969).

Sec. 6. Use and Operation of Motor Vehicles

ART. 281. All motor vehicles, owned and operated by the University except those authorized for the exclusive use of the President and other officials shall be constituted into a motor pool under the direct supervision and control of the Vice-President for Administration or his representative. (790th B/R, Dec. 19, 1969).

ART. 282. The use and operation of motor vehicles owned by the University shall be in accordance with the rules and regulations of the University.

Sec. 7. Administration of Land Grants

ART. 283. The business and operation of the University System/land grants shall each be under the supervision of a committee of three members designated by the President with such functions as may be determined by the President. The actual and direct management of the land grant shall be performed by an administrator who shall render an annual report and such other reports on the operation and finances as the President Administration may require. (817th B/R, Feb. 24, 1972).

Sec. 8. Solicitation

ART. 284. No solicitation for funds, canvassing for the sale of merchandise, subscriptions for securities, insurance, publications, sale of tickets, and any other promotional or charity schemes shall be conducted in the University System/buildings or grounds without the previous approval of the President or his duly authorized representative in writing.

ART. 285. Streamers, placards, and similar materials which are used to announce, advertise or publicize events, products, or the like shall not be posted or placed in any of the buildings and grounds of the University System of the Philippines/without the written permission of the President or his duly authorized representative in the case of the Quezon City campus, and the Dean or Director in the case of the other campuses.

Chapter 32

Sale and Disposal of University System Property

ART. 286. The sale or disposal of equipment or any property of the University System/shall be made only with the consent of the Board of Regents and the collection of the proceeds shall be handled in the authorized manner; This provision does not apply to those units producing

Provided, That the President of the University may dispose of by sale University property no longer used and valued at P2,000.00 or less, subject to reporting to the Board of Regents.

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UPDATED VERSION of Article 286 as amended at the 689th B/R meeting, Oct. 17, 1961

ART. 286. The sale or disposal of equipment or any property of the University shall be made only with the consent of the Board of Regents and the collection of the proceeds shall be handled in the ahtorized manner; Provided, That the President of the University may dispose of by sale University property no longer used and valued at ₱2,000.00 or less, subject to reporting to the President. This provision does not apply to those units producing materials, the sale of which is a regular part of the activities of such units

PRESIDENT'S Authority to approve lease or sale of usable equipment or property as delegated him at the 630th B/R meeting on Feb. 22, 1973

"(4) Lease or sale of usable equipment or property, except real estate property, of the University."

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materials, the sale of which is a regular part of the activities of such units. (See back of p. 72 for the amendment appeared at the 689th BR, Oct. 17, 1961 and related information)

ART. 287. The rates of subscription to university or college publications shall be approved by the Vice-President for Administration, and the income that may be derived from them shall accrue to their maintenance and support. (790th B/R, Dec. 19, 1969 ; 817th B/R, Feb. 24, 1972). 1/

ART. 288. All exchanges for college publications shall be turned over to their respective libraries. In case of exchanges for publications of the University proper, they shall be turned over to the University Library.

Chapter 33

Purchases and Requisitions

ART. 289. All purchases and requisitions shall be made in accordance with the provisions of law, this Code, and other pertinent regulations of the University System.

ART. 290. All requisitions shall be submitted to the Vice-President for Administration by the Dean or Director of a college or school or the head of an independent unit. The Vice-President for Administration and the Chief Accountant shall determine whether or not an appropriation is available to fill the requisition. No requisition shall be honored exceeding the amount appropriated for the office submitting the requisition. (790th B/R, Dec. 19, 1969; 817th B/R, Feb. 24, 1972).

ART. 291. Requisitions for equipment not exceeding P10,000.00

1/ At its 932d meeting held on 18 Sept. 1980, the Board of Regents delegated to the President the authority to approve subscription rates, to revise them, including the corresponding rules therefor.

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shall be approved by the President alone or by his representative.*
[763d B/R, 10-19-67 p.15; 863d 7-31-75 p.13; 9/21/79 3-29-79 p.5]

ART. 292. Whenever a requisition for which there is money available according to the certification of the Chief Accountant of the University is objected to by the Vice-President for Administration, the latter shall state in writing his reasons therefor and a copy thereof shall be furnished the Dean, Director, or official concerned, who may then appeal to the President of the University System for final decision.
(As amended at the 790th BR, 12-19-69

Chapter 34

Bids for University System Projects

ART. 293. The following regulations shall be observed in connection with bids for University System projects:

a. All persons bidding must bid in their own name;

b. They must disclose in their bids the names of all parties directly or indirectly responsible for said bids; and

c. Abstract of bids submitted to the Board of Regents must be accompanied by a report, with comments and recommendations, of the President.
[763d B/R, 10-19-67 p.15]

Chapter 35

University System Budget

ART. 294. The annual budget of the University System shall be prepared in accordance with the rules approved by the President of the University System.
[See also 828th B/R 12-21-72 re budget]

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* In a resolution adopted at its 830th meeting, held on Feb. 22, 1973, the Board delegated the President authority, among others, to make direct purchase of equipment up to P50,000 in each case (without public bidding) as a result of direct negotiation with exclusive distributors and manufacturers. The Board modified this grant of authority at its 841st meeting held on Jan. 31, 1974 so that, instead of limiting the President's power to approve direct purchase of equipment (without public bidding) up to P50,000 in each case, this authority shall include direct purchases of not only equipment but supplies and materials up to P95,000 in each case without public bidding, as a result of direct negotiation with exclusive distributors or manufacturers (as authorized by the Finance Committee) or after a canvass of at least three (3) responsible suppliers.

This rule was adopted in the interest of expediency and economy.

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ART. 298. As a matter of policy, no transfer of funds shall be authorized except in cases of real necessity; however, in emergency cases, the President may approve transfers not exceeding ten per centum of the amount appropriated for one budget category, or ₱10,000.00, whichever is higher, to another; Provided, That he may also approve transfers beyond the ceiling set in the preceding clause but not exceeding thirty per centum or ₱30,000.00 not earlier than the third quarter of the fiscal year.
(As amended at the 863d B/R meeting, July 31, 1975)

ART. 295. Pending the approval of the annual budget for the ensuing year, the University System shall operate from June 1 of a given year, using as basis the budget of the previous fiscal year. The initial collections of the University from fees and other sources shall be available for the purpose.

ART. 296. The President shall be authorized to make allotments from the item "Miscellaneous Expenses" in the budget in amounts not exceeding ₱10,000.

ART. 297. No expenditures shall be made from any revolving fund receipts collected in the University System unless they are duly authorized by the President or his representative.

ART. 298. As a matter of policy, no transfer of funds shall be authorized except in cases of real necessity; however, in emergency cases, the President may approve the shifting of funds to any item to the extent of not exceeding ten per centum of the amount appropriated for such item;* Provided, That such shifting of funds may be covered by the corresponding savings in the other budget items of the same unit for the same fiscal year; Provided, further, That any such authority exercised shall be reported for confirmation at the next meeting of the Board of Regents; Provided, still further, That the President may distribute the lump sum appropriation for "Sundry Expenses" to the different colleges, schools and other units of the administration to supplement deficiencies in their budget allotments.

(See back of page 74 for the updated version incorporating the amendment approved at the 803d B/R meeting)

ART. 299. No appropriation for labor, except student labor, in any office or unit of the University System shall be spent for clerical or instructional assistance or for permanent improvement.

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* In its 849th (Special) Meeting, the B/R approved the authority of the President to shift funds to any item beyond that authorized in this Article, but not exceeding 30%, subject to the approval of the Finance Committee. This authority is valid for one year, effect August 7, 1974, unless renewed for a similar period.

ART. 300. The President shall be authorized, in his discretion, to order the closing of accounts of finished and dormant projects and to direct the reversion of any balances remaining to the original funds from which they were drawn or to the general unassigned funds of the University.

Chapter 36

Accounting and Auditing

ART. 301. All accounts and expenses of the University of the Philippines shall be audited by the Auditor General, and all disbursements shall be made in accordance with rules and regulations prescribed by him.

ART. 302. All vouchers and warrants shall be submitted for approval to the Vice-President for Administration or his representative. (790th B/T, Dec. 19, 1969).

Chapter 37

Traveling Expenses

ART. 303. The President may, in his discretion, authorize any college or school of the University to spend from its appropriation for "Traveling Expenses of personnel" such amount as may be necessary for travel within the country for purposes of research, observation, or study.

Chapter 38

Donations and Endowments

ART. 304. All donations to the University funds, books or other personal property worth less than P5,000 shall be accepted by the President in the name of the Board of Regents, unless such acceptance in-

volves some additional expenditures or onerous conditions on the part of the University, in which case the donation shall be submitted to the Board.*

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* See Appendix "AA"(Guidelines for Endowment Funds in the U.P., adopted at 814th B/R, Oct. 28, 1971), p. 219 infra. At its 721st meeting on April 30, 1964, the B/R delegated to heads of colleges and other units of the University System authority to accept in the name of the University System, donations and endowments (excluding real estate), the value of which do not exceed ₱500. In such case, copies of the acceptance shall be filed with the Office of the President as soon as possible. However, in cases where the donor prefers acceptance by the President or the B/R, or where the donation is of special significance, the President or the Board shall make the acceptance.

BOOK II

ACADEMIC AFFAIRS

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Title One

ACADEMIC CALENDAR AND CLASSES

Chapter 39

Calendar

ART. 305. The general framework of the academic calendar shall be approved by the Executive Committee and the details thereof prepared by the ~~Dean of Admissions~~ University Registrar, subject to the approval of the President. (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; 861st BR, May 29, 1975)

ART. 306. Each semester shall consist of at least one hundred (100) class days. Class work in the summer session shall be equivalent to class work in one semester.

ART. 307. All affairs or activities of the University System shall be reported to the ~~Dean of Admissions~~ University Registrar so that he may be able to issue a calendar therefor. (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; 861st BR, May 29, 1975)

Chapter 40

Schedule of Classes

ART. 308. Schedule of classes shall be prepared and issued by the ~~Dean of Admissions~~ University Registrar in consultation with the deans and directors. (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; 861st BR, May 29, 1975)

Chapter 41

Class Size

ART. 309. The size of a class shall depend on the method of instruction adopted: lecture, lecture-discussion, seminar, or tutorial.

ART. 310. Unless otherwise authorized by the President, the class size shall be as follows: lecture, 80 to 400 or more, average 250; lecture-discussion, 25 to 150, average 75; seminar, 8 to 20, average 12; tutorial, 1 to 7, average 4. The recitation method may be used in the first year and a portion of the second year in the College of Arts and Sciences, if the Dean so decides. (As amended at the 744th BR, 3-25-64)

ART. 311. The lecture method shall be used only when it is clearly a good method, considering the subject matter, the skill of the lecturer, the objective of the course, the maturity of the student body and the physical facilities that are available.

ART. 312. The lecture-discussion or small-lecture method shall be used when a certain amount of student participation under the affirmative leadership of the lecturer is desired.

ART. 313. The seminar method shall be used when what is desired is open discussion under relatively loose instructional leadership.

ART. 314. The tutorial method shall be used only when its justification is abundantly clear.

ART. 315. A laboratory class taught by one instructor shall have 40 students. Where there are two or more instructors, the laboratory class shall be proportionately enlarged so that when the total number of students is divided by the total number of instructors, the quotient shall be at least 40 or a major fraction thereof.

ART. 316. The preceding articles shall not apply to:

a. Colleges, schools and departments with an attendance so small that students of the same course are not or need not be divided into sections;

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

c. Instances where limited space or equipment makes holding of a large class impossible;

d. Graduate courses where classes of even one student may be allowed if authorized by the dean of the graduate college or school and approved by the President;

e. Graduating classes with small attendance;

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f. Freshman English and Elementary Spanish, French and German;

g. Certain courses in mathematics to be determined by the Dean or Director concerned, subject to the approval of the President;

h. Certain clinical, and surgical and laboratory classes in the College of Medicine;

i. Certain types of field work in the College of Agriculture;

j. Certain laboratory courses in the College of Engineering;

k. The Conservatory of Music, except the theory classes;

l. Certain classes in the School of Fine Arts and Architecture; See Note below

m. Military Science and Physical Education classes; and

n. Such other courses as in the judgment of the President require small classes.

ART. 317. No class shall be divided into sections for either of the following causes:

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

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

ART. 318. The Vice-President for Academic Affairs, University Registrar Dean of Admissions, deans, directors and division or department chairmen are charged with the enforcement of these rules. (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; 861 at B/R, 29 May 1975)

ART. 319. At the end of every academic year, each Dean or Director shall present to the President a report, together with his recommendations, on class size in his college or school. In view of these reports and other available data, the Vice-President for Academic Affairs in consultation with the University Registrar Dean of Admissions shall then present his own views to the President on problems of class size. (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; 861 at B/R, 29 May 1975.)

NOTE: The School of Fine Arts and Architecture was renamed "College of Fine Arts and Architecture" at the 747th B/R meeting, June 24, 1966 and subsequently split, impliedly, into separate College of Architecture and College Fine Arts through the appointment of their respective Deans at the 797th B/R meeting on July 30, 1970.

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ART. 320. No departure from the foregoing rules shall be initiated or attempted by any faculty member without previous authorization from the division or department chairman and the Dean or Director concerned, with the approval of the President. Every such departure shall be included in the annual report referred to in the next preceding Article.

ART. 321. Colleges and schools shall have general authority to limit their enrollment if they find that such limitation is necessary, subject to the approval of the President.

Chapter 42

Dismissal and Postponement of Classes

ART. 322. Classes in a college or school shall not be dismissed by the Dean or Director without authority from the President except in unusual cases for which report should be submitted to the President, giving the reasons for such action taken by the Dean or Director.

ART. 323. No faculty member shall postpone the holding of his class to any other hour than that officially scheduled nor shall he meet his students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean or Director concerned.

Title Two

ADMISSION AND REGISTRATION

Chapter 43

Entrance Requirements

ART. 324. The entrance requirements for each course shall be as prescribed by the faculty of the college or school offering the course and approved by the University Council and the President of the University Board of Regents.
(As amended at the 8306th BR, 2-22-73)

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ART. 325. In the case of students coming from foreign countries, they shall be required to meet substantially the entrance requirements prescribed for a course; Provided, That their previous training was obtained in an institution of recognized standing; and Provided, further, That there is a place for them in the college or school.

ART. 326. Students who are deficient in any of the subjects required for admission but who are otherwise considered competent and may therefore be admitted must make up all deficiencies within one year.

Chapter 44

Admission

ART. 327. No student shall be denied admission to the University System by reason of age, sex, nationality, religious belief, or political affiliations.

ART. 328. Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University System who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease or who is physically unfit to take courses in any college or school of the University System.

ART. 329. Every student shall, upon admission, sign the following pledge: "In consideration of my admission to the University System of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authority in the University System and in the college or school in which I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

ART. 330. No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean or Director concerned, authorize the admission of a visitor to a class for not more than five sessions. (790th B/R, Dec. 19, 1969; 861st BR, 29 May 1975.)

To be pasted at the back of page 82

A. Additional Rules on Fees Adopted at the 807th B/R meeting on May 26, 1977

Undergraduate students taking less than fifteen units of academic load will be charged for every unit one-fifteenth (1/15) of the full tuition fee, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

Undergraduate students taking more than twenty-one units of academic load will be charged the full tuition fee plus one-fifteenth (1/15) of the full tuition for every unit in excess of twenty-one, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

Graduate students taking less than nine units of academic load will be charged for every unit one-ninth (1/9) of the full tuition fee, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

Graduate students taking more than fifteen units of academic load will be charged the full tuition fee plus one-ninth (1/9) of the full tuition fee for every unit in excess of fifteen, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

B. Revised Version of Art. 332 as Amended at the 232d Univ. Council meeting on May 4, 1967

ART. 332. No student shall be registered in any subject after one week of regular class meetings have been held, unless the Dean, on the basis of his scholastic record, permits his registration; Provided, That if registration is made outside the regular registration period indicated in the University calendar the student shall be subject to fine for late registration; Provided, further, That special students may register at any time without the payment of the fine for late registration subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college or school.

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ART. 330. No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the ~~Dean of Admissions~~ University Registrar may, on the recommendation of the Dean or Director concerned, authorize the admission of a visitor to a class for not more than five sessions. (790th B/R, Dec. 19, 1969 ; 861st BR, 29 May 1975.)

To be pasted at the back of page 82

A. Additional Rules on Fees Adopted at the 807th B/R meeting on May 26, 1977

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Undergraduate students taking more than twenty-one units of academic load will be charged the full tuition fee plus one-fifteenth (1/15) of the full tuition for every unit in excess of twenty-one, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

Graduate students taking less than nine units of academic load will be charged for every unit one-ninth (1/9) of the full tuition fee, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

Graduate students taking more than fifteen units of academic load will be charged the full tuition fee plus one-ninth (1/9) of the full tuition fee for every unit in excess of fifteen, plus the full amounts of the laboratory fees, if any, plus the full amount of all other fees.

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Chapter 45

Regular and Special Fees

ART. 331. The regular and special fees in colleges and schools shall be fixed by the Board of Regents, subject to such exemptions or reductions as may be provided.* The term matriculation or regular fees shall include tuition, laboratory, library, medical, and other fees to be paid by students in connection with their enrollment in the University System. (See back of p. 82 for additional rules approved at the 887th B, 5-26-77)

Chapter 46

Registration

ART. 332. No student shall be registered in any subject after 12 per cent of regular class meetings have been held, unless the Dean, on the basis of his scholastic record, permits his registration; Provided, That if registration is made outside the regular registration period indicated in the University System calendar the student shall be subject to fine for late registration; Provided, further, That special students may register at any time without the payment of the fine for late registration subject to other regulations of the University System. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college or school. (See back of p. 82 for revised version as approved at the 232d Univ. Council meeting, May 4, 1967)

Chapter 47

Cross-Registration

ART. 333. No student shall be registered in any other college, school, or department of this University System without the permission of the Dean or Director of the college or school in which the student is primarily enrolled.

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* In order to encourage qualified high school honor graduates (valedictorians, salutatorians, etc.) to enroll at the regional units of the University, the Board, at its 838th meeting on Oct. 25, 1973, approved the extension of free tuition privilege for one semester, effective the first semester 1974-1975, to all freshmen entrance scholars

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ART. 334. No student registered in any other institution shall be admitted to the University System without a written permit from his Dean, Director, or Registrar. The permit shall state the total number of units for which the student is registered and the subjects that he is authorized to take in the University System.

ART. 335. The total number of units of credit for which a student may register in two or more colleges or schools in this University shall not exceed the maximum allowed by the rules on academic load.

ART. 336. The University of the Philippines System shall give no credit for any course taken by any of its students in any other university, college, or school unless the taking of such course was expressly authorized by the Vice-President for Academic Affairs on the recommendation of the Dean or Director concerned. The authorization shall be in writing to be recorded by the ~~Dean of Admissions~~ University Registrar or by his representative, and shall specifically describe the subjects authorized. (As amended at the 790th BR, 12-19-69 & 861st BR, 5-29-75)

(valedictorians and other honor graduates of high schools and vocational schools) upon their admission to any of the regional units of the University, except U.P. at Clark Air Base, U.P. College in Manila, and U.P. at Los Banos, as an exception to existing policy and subject to the following conditions:

a. An entrance scholarship consisting of free tuition shall be enjoyed for one (1) semester only by the following honor students upon their qualification for admission into the University through the U.P. College Admissions Test:

(1) Valedictorians and salutatorians from public and private high schools recognized by the Government; provided, that said valedictorians and salutatorians come from graduating classes with an enrollment of at least thirty graduates, this fact to be certified by the head of the institution concerned.

(2) Other honor graduates (first, second and third honorable mention) coming from the same class in the order of their rank for every additional fifty graduates or a major fraction thereof.

(3) Valedictorians and salutatorians from any of the high schools under the University of the Philippines System, regardless of the number of members of the graduating class.

b. Any student granted an entrance scholarship in any regional unit shall not be allowed to transfer to any other unit of the University until after at least one year residence in the regional unit.

c. An entrance scholar may be entitled to other scholarships or grants-in-aid to which he may qualify, in addition to the free tuition privilege under the entrance scholarship.

See also Appendix "BBB" (Rule on U.P. Government Scholarships), p.222, infra.

Chapter 48

Classification of Students

ART. 337. Students are classified as follows:

a. A regular student is one who is registered for formal academic credits and who carries the full load calledfor in a given semester by the curriculum for which he is registered; Provided, That if a student has already finished some of the required subjects, the finished units shall be added to the units he is actually taking in the computation of his load for the purpose of determining his status;

b. An irregular student is one who is registered for formal credits but who carries less than the full load called for in a given semester by the curriculum for which he is registered; and

c. A special student is one who is not earning formal academic credits for his work.

ART. 338. Students are also classified as follows:

a. A freshman is a student who has not finished the prescribed subjects of the first year of his curriculum, or 25 per cent of the total number of units required in his entire course;

b. A sophomore is a student who has satisfactorily completed the prescribed subjects of the first year of his curriculum, or has finished not less than 25 per cent nor more than 50 per cent of the total number of units required in his entire course;

c. A junior is a student who has completed the prescribed subjects of the first two years of his curriculum, or has finished not less than 50 per cent nor more than 75 per cent of the total number of units required in his entire course;

d. A senior is a student who has completed the prescribed subjects of the first, second, and third years of his curriculum, or has finished not less than 75 per cent of the total number of units required in his entire course;

e. In the case of curricula in which the weights of the subjects are not expressed in terms of units, the computation shall be made on the basis of their equivalents.

Chapter 49

Academic Load

ART. 339. One university unit of credit is at least sixteen (16) full hours of instruction in the form of lecture, discussion, seminar, tutorial, or recitation or in any combination of these forms within a semester.

ART. 340. No undergraduate student shall be allowed to take more than 18 non-laboratory units or 21 units including laboratory work; Provided, however, That a graduating student with an academic record better than average may be permitted to carry a heavier load in the last year of his course; Provided, further, That this rule shall not affect or alter any existing course duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units.

ART. 341. In the summer term, the normal load shall be six units, but in justifiable cases, the Director of the Summer Institute may allow a student to take nine units.

ART. 342 The Dean or Director is empowered to limit the academic load of students who are employed, whether full-time or part-time, outside the University/System; Provided, That no graduate student who is employed on a full-time basis shall be allowed an academic load of more than ten units, whether in formal courses or in thesis, in any semester unless he has the prior approval of the Dean or administrative head of the graduate unit to which he belongs.

Chapter 50

Attendance

ART. 343. The rules on attendance herein laid down shall be followed in all schools and colleges and in all other units including the Department of Military Science and Tactics (Citizen Military Training), and of Physical Education; Provided, however, That in graduate studies and honors courses, the Dean concerned may modify them with the approval of the Vice-President for Academic Affairs (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969).

ART. 344. Excuses for absences shall be made in accordance with the rules and regulations of the University System.

ART. 345. Whenever a student has been absent from his class for two consecutive class meetings, a report thereof should be sent by the faculty member concerned to the Dean of Students through his Dean or Director, stating, if he knows, the reason for such absence. The Dean of Students shall call the student and notify his parent immediately. (Circular 7 of 22, B/R 12-14-69)

ART. 346. When the number of hours lost by absence of a student reaches 20 per cent of the hours of recitation, lecture, laboratory or any other scheduled work in one subject he shall be dropped from the subject; Provided, That a faculty may prescribe a longer attendance requirement to meet their special needs. If the majority of the absences are excused, the student shall not be given a grade of "5" upon being thus dropped; but if the majority of the absences are not excused, he shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

Chapter 51
Refund of Fees

ART. 347. Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to

To be pasted at the back of page 87

UPDATED VERSION of Article 347 as amended at the 933d B/R meeting, Oct. 30, 1980

ART. 347. Students who have paid their matriculation fees and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled to a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Before the opening of classes	100%
Within one week from the opening of classes	80%
Within the second, third, and fourth week from the opening of classes	50%
After the fourth week	No refund

In case of students who register after the opening of classes, and withdraw thereafter, the number of days shall be counted from the actual date of registration, and the refund of their matriculation fees shall also be in accordance with the above schedule. In case of death of a student during the semester, all fees may be refunded, if so requested by his family.

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a refund of their matriculation fees, except entrance and registration fees, in accordance with the following schedule:

Within one week from the opening of classes ..... 80 percent

Within the second, third and fourth weeks from the opening of classes ..... 50 percent

After the fourth week ..... No refund

Provided, That in the case of students who withdraw before the opening of classes or those who register after the opening of classes and withdraw thereafter, the number of days shall be counted from the actual date of registration; Provided, further, That in case of death of a student during the semester, all fees may be refunded if so requested by his family. (See back of page 87 for amendment approved at 933 BR 10-30-80)

ART. 348. Laboratory fees will not be refunded after one week from the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in case of forced dropping of such subject.

ART. 349. Any student who is drafted for trainee instruction in accordance with the National Defense Act by reason of his ineligibility to be a regular member of the ~~R.O.T.C.~~ CMT of the University System may be refunded the proportional part of the total amount he paid for his matriculation fees for the term during which he is drafted. (As amended at 933d BR 10-30-80)

Title Three

CURRICULAR CHANGES

Chapter 52

Dropping of Courses

ART. 350. A student may, with the consent of his instructor and Dean or Director, drop a subject by filling out the prescribed form; Provided, That his case is not covered by Article 346. If the dropping takes place after three-fourths of the hours prescribed for the course has elapsed, the faculty member concerned shall be requested to state

To be pasted at the back of page 88

ART. 350. A student may, with the consent of his instructor and the Dean, drop a subject by filling out the prescribed UP Form 26 before three-fourths of the hours prescribed for the semester/trimester/quarter term have elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either Passing or Failing solely for administrative guidance.

(As amended at the 669th meeting of the Univ. Council Executive Committee on Sept. 3, 1975)

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on the form mentioned above whether or not the student shall be given a grade of "5" for the course, on the basis of his class standing for that subject. (See back of p. 88 for the amendment of this Article at the 669th meeting on Sept. 3, 1975 of the Univ. Council Ex. Committee)

ART. 351. Any student who drops a course without the approval of his Dean or Director shall have his registration privileges curtailed or entirely withdrawn.

ART. 352. Any college or school may enact special rules on dropping of courses which would meet their particular needs; Provided, That said rules do not have the effect of relaxing the preceding general regulations.

Chapter 53

Changing of Classes

ART. 353. All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after ~~12 per cent~~ one week of regular class meetings ~~have~~ has been held. Changes in matriculation shall be effected by means of the form for the change of matriculation and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the University Registrar for assessment and notation. (As amended at 232nd UC 5-4-67 & at 861st BR 5-29-75).

Chapter 54

Substitution

ART. 354. Every substitution of subjects must be based on at least one of the following:

a. When a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;

b. Conflict of hours between a required subject and another required subject; or

c. When the required subject is not given.

ART. 355. Every petition for substitution:

a. Must involve subjects within the same department, if possible ; if not, the two subjects concerned must be allied to each other;

b. Must be between subjects carrying the same number of units; and

c. Must be recommended by the adviser and by the heads of departments concerned.

ART. 356. All petitions for substitution must be submitted to the Office of the Dean or Director concerned before 12 per cent of regular class meetings have been held during the term. Any petition submitted thereafter shall be considered for the following semester.

ART. 357. No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of "5", except when, in the opinion of the department offering the prescribed subject, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

ART. 358. All applications for substitution shall be acted upon by the Dean or Director concerned. In case the action of the Dean or Director is adverse to the recommendation of the adviser and the Head of the Department concerned, the student may appeal to the Vice-President for Academic Affairs, whose decision shall be final. (As amended 790th BOR, 12-19-69)

Chapter 55

Transfer Students

ART. 359. The following rules shall govern the admission of transfer students:

a. A transfer student may be admitted provided that:

(1) He must have obtained an average grade of "2", "86%", or "B", or better, for all the collegiate academic units he has earned outside of this University System; Provided that the computation of (As amended in 793d B/R 10-30-60)

(2) He will have to complete in this University System no less than 50% of the units required for this course;

(3) The quota set by the University Registrar Head of Admissions and the Dean or Director of the college or school concerned for the course to which he seeks admission has not yet been filled up; (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969); 861st B/R 5-29-75;

b. The admission of transfer students shall be on probation basis until such time as he shall have validated or repeated, in accordance with Rule d below, all the subjects taken outside this University System which are required for his course;

c. An admitted transfer student may not be allowed to enroll in a subject or subjects the prerequisite of which, taken elsewhere, have not yet been validated or repeated in this University System;

d. An admitted transfer student must validate all the courses he is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three semesters from the date of his admission. Failure to comply with this requirement will mean the cancellation of his registration privileges;

e. Any or all of the above rules may be set aside in exceptional cases upon the recommendation of the committee on admission in units where admission of students is passed upon by this committee or of the Dean or Director concerned and upon the approval of the President.

ART. 360. A student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, the major discipline may prescribe additional courses up to 18 units of general education courses and/or preparatory courses for the major. Candidates for a second baccalaureate degree will be required a written comprehensive examination.

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In general, completed average grade of 2 must not include subjects undertaken additional in nature, e.g., attempts, tutoring, practical training, etc.;

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ART. 361. The grant of advanced credits for courses which are contemplated in other institutions but which have no equivalent in this University/System shall be left to the faculty of the unit concerned.

ART. 362. Application for advanced credit shall be made on the prescribed form to the Univ. Registrar of Admissions or to the Dean or Director of the College or school which offers the course for which advanced credit is applied for. If the Dean or Director is satisfied that the application is in order, he shall cause the proper department or division chairman to conduct the validating tests. The regular period for the holding of these validating tests shall begin two weeks prior to the first day of registration at the opening of each term and shall end on a week after the last day of registration. There shall be no fee for validating tests taken during this period. A validating test may be held outside of this period with the consent of the department or division chairman and approval of the Dean or Director and upon payment of a fee of ₱10 per subject. (As amended at 790th BR, 12-19-69 & at 861st BR, 5-29-75)

ART. 363. Advanced standing may also be granted by the University Registrar of Admissions to students graduated from an institution recognized by the University Council for subjects listed in the course or courses duly recognized. Advanced credit for work constituting only part of courses recognized by the Council shall be awarded by the departments or divisions concerned in accordance with the preceding Article. (As amended at 790th BR, 12-19-69 & at 861st BR, 5-29-75)

ART. 364. Courses taken for one year and satisfactorily completed in the United States and Philippine military training schools of collegiate level shall be given general advanced credits equivalent to one year, or 30 units of general credit in the University of the Philippines System, Provided, That in no case shall advanced credit be given to exceed 30 units; Provided, further, That courses taken for less than a year in the United States and Philippine military training schools shall be given pro-rata advanced general credit on the above basis. The awarding of

corresponding general advanced credit to individuals concerned on the basis of the above principle is a matter of administration left with the office of the Dean or Director concerned.

ART. 365. For the purpose of the preceding rule, military service schools are those operated by the Armed Forces of the United States or the Republic of the Philippines. For students enrolled for the first time, credit for courses taken in military service schools may be granted in courses duly evaluated by the American Council of Education as of the graduate level. In case of courses above the bachelor level for which graduate credit is requested, credit may be granted upon the advice and recommendation of the department concerned, subject to the approval of the proper committee in the graduate college or school concerned.

ART. 366. Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credits provided they are not inconsistent with the general rules set by the University Council.

Title Four

EXAMINATIONS AND GRADES

Chapter 56

Integration Period

ART. 367. A division or department chairman, with the approval of the Dean or Director, may authorize any member of his unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review; Provided, That in case of colleges and schools having no divisions or departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; Provided, further, That faculty members who have been authorized to suspend their classes shall keep regular hours for consultation work.

To be pasted at the back of page 93

ART. 369. The work of students shall be graded at the end of each term in accordance with the following system:

1	- Excellent	2.5	- Satisfactory
1.25	- Excellent	2.75	- Satisfactory
1.50	- Very Good	3	- Passing
1.75	- Very Good	4	- Conditional Failure
2.0	- Good	5	- Failing
2.25	- Good	Inc.	- Incomplete

Only the above grades shall be officially recognized.

"4" means conditional failure. It may be made up for by successful repetition of the course, or by passing a reexamination. If the student passes the reexamination, he is given a grade of "3", but if he fails, a "5". Only one reexamination is allowed which must be taken within the prescribed time. If a student does not remove the grade of "4" within the prescribed time, he may earn credit for the course only by repeating and passing it. A grade of "4" given for the first semester work of a two-semester course shall be converted to a grade of "3" if the student passes the second semester part of the same course in the same academic year; if he fails, the grade of "4" which he received for the first semester work shall be converted to a grade of "5".

The grade of "Inc." is given if a student, whose class standing throughout the semester is PASSING, fails to take the final examination or fails to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given. Removal of the "Inc." must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his overall performance.

(As amended at the 214th University Council meeting, April 12, 1962; 806th B/R meeting, April 28, 1977; and 899th B/R meeting, March 30, 1978)

corresponding general advanced credit to individuals concerned on the basis of the above principle is a matter of administration left with the office of the Dean or Director concerned.

ART. 365. For the purpose of the preceding rule, military service schools are those operated by the Armed Forces of the United States or the Republic of the Philippines. For students enrolled for the first time, credit for courses taken in military service schools may be granted in courses duly evaluated by the American Council of Education as of the gratuate level. In case of courses above the bachelor level for which graduate credit is requested, credit may be granted upon the advice and recommendation of the department concerned, subject to the approval of the proper committee in the graduate college or school concerned.

ART. 366. Each college or school may promulgate rules for the admission of transfer students and the granting of advanced credits provided they are not inconsistent with the general rules set by the University Council.

Title Four

EXAMINATIONS AND GRADES

Chapter 56

Integration Period

ART. 367. A division or department chairman, with the approval of the Dean or Director, may authorize any member of his unit to suspend formal classes for a period not exceeding three days before the final examinations to enable students to review; Provided, That in case of colleges and schools having no divisions or departments, the suspension may be done by any member of the faculty, but also subject to the approval of the Dean or Director; Provided, further, That faculty members who have been authirized to suspend their classes shall keep regular hours for consultation work.

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Chapter 57

Examinations

ART. 368. The maximum period for each final examination shall be four hours.

Chapter 58

Grading System

ART. 369. The work of students shall be graded at the end of each term in accordance with the following system:

1 - Excellent	2.50 - Satisfactory
1.25 - Excellent	2.75 - Satisfactory
1.50 - Very good	3 - Passing
1.75 - Very good	4 - Conditional failure
2.0 - Good	5 - Failing
2.25 - Good	Inc. - Incomplete

Only the above grades shall be officially recognized.

"4" means conditional failure. It may be made up by repetition of the course, or by passing a re-examination. It must be taken within one academic year from the date the grade of "4" has been received except in the case of conditions received in the summer courses which must be cleared within one year. If the condition is not removed within the prescribed time, it becomes a "5". If a "4" is received for the first semester work of a two-semester course, the second semester examination in the course, if taken in the same academic year, may be regarded, at the discretion of the Department, as a removal examination for the condition, his condition in the first semester is automatically removed; otherwise, he shall be given a "5" for the first semester.

"Inc." indicates that the work is incomplete. It is given if a student whose class standing throughout the semester is passing, fails to appear for final examination due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5" is given. "Inc." is also given for work that is of passing quality some part of which is for good reason unfinished. (214th U/C, April 12, 1962). See also amendment at 986th B/R, 4-28-77 : UP Gazette April 1977, p. 85

(See back of page 93 for the text of the updated version, incorporating the various amendments.)

ART. 370. If an instructor submits any grade between "4" and "5", it shall be regarded as "5". If the "plus" or "minus" sign is added to a grade, such as "3+" or "3-" the suffix shall not be recorded and shall be disregarded in all computations of grades.

ART. 371. A student who has received a passing grade in a given course is not allowed re-examination for the purpose of improving his grades.

ART. 372. Every faculty member shall submit his report of grades as soon as possible after the final examinations at the end of each term. A period of five days is ordinarily allowed for each section for the grading of papers and the preparation of the report of grades. In case an instructor handles several sections and the interval between the examinations is less than five days, he shall submit the reports of grades for the various sections at the rate of one report at the end of every five-day period after each examination, provided, That all reports of grades must be submitted not later than seven days after the last day of the examination period. In justifiable cases, deviation from the above rules may be authorized by the President. (790th B/R, Dec. 19, 1969, as amended on the 792nd B/R, Feb. 25, 1970).*

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* In addition to existing provisions of the University Code, the Board of Regents has approved the following implementing rules and regulations to govern penalties applicable to faculty members who, without good reason, fail to submit grades of students within the deadline prescribed in Article 372 of the Revised Administrative Code:

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ART. 373. No instructor may be required to furnish grades in any one course oftener than twice a semester or term, in case the request comes from a college other than that to which the instructor is attached.

ART. 374. No faculty member shall change any grade after the report of record has been filed with the Secretary of the college or school or with the University Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the faculty of his college or school to make the necessary change. If the request is granted, a copy of the resolution of the faculty authorizing the change shall be forwarded to the Office of the University Registrar for recording and filing.

Notwithstanding the foregoing provision and to avoid any injustice, the grade on a final examination paper may be revised by a committee of the dean of the school or college if it should clearly appear, on the basis of the quality of the scholastic record of the student, that such grade is the result of an erroneous appreciation of the answers or of an arbitrary or careless decision by the faculty member concerned. Should

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1. Since the submission of grades is in large part of a matter of good management, discipline, and enforcement of University regulations, department chairmen, college secretaries, and deans are enjoined to bend all efforts towards compliance with codal provisions regarding deadlines for submission of grades as well as recommendations for graduation of students.

2. Faculty members who fail to meet deadlines for the submission of grades should be reported to the appropriate authorities in the University. The delinquencies should be entered in the personnel records of the erring faculty members.

3. Upon recommendation of the Dean and subject to the approval of the President, a faculty member who, without justifiable cause, failes to submit grades on time, shall be liable to any of the following penalties:
   a. Warning;
   b. Reprimand;
   c. Fine of not more than his salary per day for each day of delay; or
   d. Suspension without pay for a period not exceeding one semester in case of repeated delinquency.

4. The procedure for the imposition of any penalty shall consist of the following steps:
   a. Notification of deadline, including request for an explanation;
   b. Report of delinquency; and
   c. Order imposing the penalty.

(822nd B/R, July 31, 1972, as amended in 825th B/R, October 26, 1972).

See also QUESTION presented on p. 227, infra

the change of the grade on said paper affect the final grade of the student, the committee may request authority from the faculty of the school or college to make the necessary change in the final grade. The request for reconsideration shall be made within thirty days after the receipt of the final grade by the student concerned. (Amended Student Bill 5-29-57)

ART. 375. No student of the University shall directly or indirectly ask any person to recommend him to his professor or professors for any grade in his class record, examination paper, or final report of grades. Any student violating this rule shall lose credit in the subject or subjects regarding which such recommendation is made. The fact that a student is thus recommended shall be prima facie evidence that the recommendation is made at the request of the student concerned.

ART. 376. In graduate courses, the requirement for graduation shall either be a general average grade of "2" or better in all formal courses except thesis, or a grade of "2" or better in each formal course as the graduate college or school may require. If the student fails to obtain grades which carry graduate credit as required by the particular graduate college or school, the University System rules on scholastic delinquency shall be applied.

Chapter 59

Removal of Grades of "Incomplete"

ART. 377. Examinations for the removal of grades of "Incomplete" may be taken without fee: (a) during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken; otherwise, said student is to be charged the fee of ₱10; (b) during the removal examination period, viz., the period covering ten days preceding the registration in each semester; Provided, That the examination for the particular subject is taken at the time that it is scheduled; and (c) within the ten-day po-

To be pasted at the back of page 97

ART. 378. There shall be a regular period for removing grades of "A" and "Inc." before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. A grade of "A" received after removing a grade of "Inc.", however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of "Inc."

(As amended at the 886th B/R meeting, April 28, 1977)

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riod preceding the Christmas vacation in colleges in which there is no inter-semestar vacation; Provided, That the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times, subject to the provisions of the next succeeding Article, on the recommendation of the Dean or Director and upon payment of ₱10 per subject. Students not in residence shall pay the registration fee besides the examination fee in the proper cases in order to be entitled to take the removal examination.

ART. 378. In no case shall the period for the removal of grades of "Incomplete" extend beyond one academic year from the date the grade was received; Provided, however, That this one-year academic period allowed for the removal shall be interpreted as extending to the regular semestral removal period immediately following the one-year period.
(See back of page 97 for the text of the updated version incorporating the amendment approved at the 886th B/R meeting on 4-28-77)

Title Five

RULES ON SCHOLASTIC STANDING

Chapter 60

Scholarships

ART. 379. Scholarships in the University System shall be classified into: (1) entrance scholarship, (2) university scholarship, and (3) college scholarship.

ART. 380. An entrance scholarship consisting of free tuition or, in units where no tuition is charged, free laboratory fee shall be enjoyed for one semester only by the following students upon their admission into the University System:

a. Graduates of this University System who were conferred any degree cum laude or title with honors;

b. Graduates from universities and colleges of recognized standing or accredited by the University System who were conferred any degree cum laude or title with honors;

c. Valedictorians and salutatorians from public and private high schools and vocational schools equivalent to high schools accredited by the University; Provided, That said valedictorians and salutatorians come from graduating classes with an enrollment of at least thirty graduates, this fact to be certified by the head of the institution concerned; Provided, further, That additional scholarships shall be granted to other honor graduates coming from the same class in the order of their rank for every additional fifty graduates or a major fraction thereof; Provided, finally, That valedictorians and salutatorians in all the high schools under the University of the Philippines System/shall be extended the privilege of free tuition regardless of the number of members of the graduating class.

ART. 381. A university scholarship consisting of free tuition shall be enjoyed by any undergraduate student, or by any graduate student enrolled in graduate schools or colleges of the University System, who obtains at the end of the semester an average grade of "1.45" or better, or "1.25" or better, respectively. See QUESTION on reverse side hereof

ART. 382. A college scholarship consisting of a 50 per cent reduction in tuition shall be enjoyed by any undergraduate student, or by any graduate student enrolled in graduate schools or colleges of the University System who, not being classed as a university scholar under the provisions of the preceding section, obtains at the end of the semester an average grade of "1.75" or better, or "1.5" or better, respectively.

ART. 383. In addition to the general average grade prescribed in the preceding two articles, a student to be eligible for a university or college scholarship -

a. Must have taken during the previous semester not less than fifteen units of academic credit or the normal academic load prescribed in the curriculum; Provided, That in the case of a student enrolled in graduate schools or colleges the normal load is not less than eight units;

To be pasted at the back of page 99

NOTE regarding Article 383, paragraph b

Euthenics was replaced by Social Orientation at the 796th B/R meeting on July 9, 1970.

Social Orientation was abolished at the 925th B/R meeting on March 27, 1980.

QUESTION regarding Article 387

With the amendment of Article 369 (either at the University Council meeting on April 12, 1962 or at the 866th B/R m eeting on April 28, 1977), may Article 387 be considered amended accordingly to the effect that the grade of "1.45" has been changed to "1.5", considering that a grade of "1.45" is no longer official since the amendment of Article 369 at the said meeting of the Board?

For the text of Art. 369 as amended at the 866th B/R meeting, see back of page 93.

NOTE regarding Article 386

1. As far as the Conservatory of Music is concerned:

   This unit was elevated to the status of College of Music at the 773d B/R meeting on Aug. 30, 1968.

2. As far as the School of Fine Arts and ARchitecture is concerned:

   This unit was renamed "College of Fine Arts and Architecture" at the 747th B/R meeting on June 24, 1966 and subsequently split, impliedly, into separate College of Architecture and College Fine Arts through the appointment of their respective Deans at the 797th B/R meeting on July 30, 1970.

3. As far as the School of Nursing is concerned:

   At its 858th meeting on April 10, 1975, the Board of Regents approved the merger of the School of Nursing with the College of Nursing.

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b. Must be up to date with all the non-academic requirements, such as Physical Education, or Military Science, or Euthenics; See NOTE at back of p. 99

c. Must have no grade below "3" in any academic or non-academic subject.

ART. 384. A university or college scholarship shall last only for one semester, but shall be renewable for the succeeding semester if the student meets the conditions prescribed for any of them.

ART. 385. If a student is entitled to two or more scholarships, he shall be required to choose only one.

ART. 386. The provisions heretofore made regarding entrance, university and college scholarships, unless otherwise specifically provided, shall not be applicable to the ~~Conservatory~~ College of Music, ~~School~~ College of Fine Arts, and Architecture, School of Nursing and the high schools. (See NOTE at back of p. 99

ART. 387. In the ~~Conservatory~~ College of Music there shall be four university scholarships (one each for Piano, Voice, Stringed Instruments, and Composition or Conducting), consisting of free tuition, which shall be awarded to students who have completed all the subjects prescribed in the preceding year of the curriculum and have obtained the highest grade, not lower than "1.45" in their respective primary subjects, and an average of "1.75" or better in the secondary subjects. More than one scholarship may be assigned to one department if circumstances so warrant. These scholarships shall last for one academic year; Provided, That the recipient - (As amended at 773d BR, 8-30-48, upon the elevation of the Conservatory of Music to College of Music) See QUESTION at back of p. 99

a. Maintains a grade not lower than "1.45" in the primary subject and an average of "1.75" or better in the secondary subjects at the end of the first semester of the scholarship;

b. Has not obtained a grade lower than "3" in any secondary subject during the period covered by the award;

c. Carries a load of not less than 15 academic units or the normal load prescribed in the curriculum.

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There shall also be two college scholarships which shall be awarded in accordance with the provisions of college scholarship rules.

ART. 388. In the ~~School~~ College of Fine Arts and the College of Architecture there shall */ be two university scholarships, one for painting and another for sculpture, consisting of free tuition. These scholarships shall be awarded to students who have completed all the subjects prescribed in the preceding year of the curriculum and have obtained the highest average, not lower than "1.45" in their respective primary subjects and an average not lower than "1.75" in the other subjects. These scholarships shall last for one year provided that the recipient - See QUESTION at back of p. 99

a. Maintains an average not lower than "1.45" and "1.75" in the primary and secondary subjects, respectively, at the end of the first semester of the scholarship;

b. Has not received a grade lower than "3" in any of his subjects during the period covered by the award;

c. Carries a load of not less than 15 academic units or the normal load prescribed in the curriculum.

There shall also be two college scholarships, which shall be awarded in accordance with the provisions of college scholarship rules.

Chapter 61

Scholastic Delinquency

ART. 389. The faculty of each college or school shall approve suitable and effective provisions governing undergraduate delinquent students, subject to the following minimum standards:

a. Warning. - Any student who obtains final grades at the end of the semester below "3" in 25 per cent to 49 per cent of the total number of academic units in which he is registered shall be warned by the Dean or Director to improve his work;

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*/ The School of Fine Arts and Architecture was renamed "College of Fine Arts and Architecture" at the 747th B/R meeting on June 24, 1966 and subsequently split, impliedly, into separate College of Architecture and College of Fine Arts through the appointment of their respective Deans at the 797th B/R meeting on July 30, 1970.

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b. Probation. - Any student who, at the end of the semester obtains final grades below "3" in 50 per cent to 75 per cent of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean or Director; [Provided, That this shall not apply to students who receive final grades in less than 6 academic units.] (Bracketed portion deleted at 232d UC 5-4-67)

Probation may be removed by passing with grades of "3" or better in more than 50 per cent of the units in which he has final grades in the succeeding semester.

c. Dismissal. - Any student who, at the end of the semester obtains final grades below "3" in at least 76 per cent of the total number of academic units in which he receives final grades shall be dropped from the rolls of his college or school; [Provided, That this shall not apply to students who receive final grades in less than 9 academic units.] (Bracketed portion deleted at 232d UC 5-4-67)

ART. 390. Any student on probation in accordance with the preceding article who again fails in 50 per cent or more of the total number of units in which he receives final grades shall be dropped from the rolls of his college or school subject to the provisions of the following article.

ART. 391. Any student dropped from one college or school shall not ordinarily be admitted to another unit of the University System, unless in the opinion of the Dean of Students his natural aptitude and interest may qualify him in another field of study, in which case he may be allowed to enroll in the proper college, school, or department. (790th BR 12-19-49)

ART. 392. Permanent disqualification. - (1) Any student who, at the end of the semester or term, obtains final grades below "3" in 100 per cent of the academic units in which he is given final grades shall be permanently barred from re-admission to any college or school of the University System; [Provided, That this shall not apply to students who receive final grades in less than 12 academic units.] (Bracketed portion deleted at 232d UC 5-4-67)

Any student who was dropped in accordance with Article 389, paragraph c, or Article 390 and again fails so that it becomes necessary . . . again to drop him, shall not be eligible for re-admission to any college or school of the University System.

ART. 393. Permanent disqualification does not apply to cases where, on the recommendation of the instructors concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the students class standing is poor, his grades of "5" shall be counted against him for the purpose of this scholarship rule. The Dean or Director shall deal with these cases on their individual merits in the light of the recommendations of the Dean of Students; Provided, That in no case of readmission to the same or another college or school shall the action be lighter than probation. (BOR Min. 12-19-69)

ART. 394. A grade of "Incomplete" is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.

ART. 395. Required courses in which a student has failed shall take precedence over other courses in his succeeding enrollment.

ART. 396. In colleges or schools in which the weights of the courses are not expressed in terms of units, the computation shall be based on their respective equivalents.

ART. 397. No re-admission of dismissed or disqualified students shall be considered by the Deans and Directors without the favorable recommendation of the University Discipline Committee Dean of Students. Cases in which the action of the Deans or Directors conflicts with the recommendation of the University Discipline Committee Dean of Students may be elevated to the Vice-President for Academic Affairs. His decision shall be final. (Amended by BOR Min. 11-26-74)

To be pasted at the back of page 103

ART. 400. A student who leaves the University by reason of expulsion due to displinary action shall be allowed to obtain his academic transcript of record without reference to Dishonorable Dismissal, provided:

1. The student writes an application;
2. Not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision, has elapsed;
3. The party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in Court after the fiscal's investigation; and
4. All such applications are subject to Board of Regents action.

(As amended at the 914th B/R meeting, May 31, 1979)

Chapter 62

Honorable Dismissal

ART. 398. A student in good standing who desires to sever his connection with the University System shall present a written petition to this effect, signed by his parent or guardian, to the Dean of Admissions University Registrar. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action no record of honorable dismissal shall be made. (As amended at 790th BR, 12-19-69 and at 861st BR, 5-29-75)

ART. 399. Honorable dismissal is voluntary withdrawal from the University System with the consent of the Dean of Admissions University Registrar or his representative. All indebtedness to the University System must be adjusted before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal. (789th B/R, Nov. 25, 1969; 790th B/R, Dec. 19, 1969; and 861st BR, 5-29-75)

ART. 400. A student who leaves the University System for reason of suspension, dropping, or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he be permitted to receive his transcript of record or the certification of his academic status in the University System, it shall contain a statement of the disciplinary action rendered rendered against him. (See back of page 103 for amendment approved at 914th BR, 5-31-79)

Chapter 63

Leave of Absence*

ART. 401. Prolonged leave of absence must be sought by a written petition to the Dean or Director. The petition must state the reason

* In its 822nd meeting, July 31, 1972, the Board approved the following procedures regarding leave of absence in addition to what is provided for in Articles 401, 402, and 403 of the University Code:

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for which the leave is desired and must specify the period of the leave which must not exceed one academic year.*

ART. 402. If a student withdraws after three-fourths of the total number of hours prescribed for the course has already elapsed, his instructors may submit grades of "5" for him if his class standing up to the time of his withdrawal is below "3".*

ART. 403. Students who withdraw from a college or school without formal leave of absence shall have their registration privileges curtailed or entirely withdrawn.*

Title Six

GRADUATION

Chapter 64

Graduation Requirements

ART. 404. No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

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* 1. The College, through the Dean or his duly authorized representatives, shall notify the parents/guardian of every student granted leave of absence and the Registrar, of such leave, indicating the reason for the same and the amount of money refunded to the student.

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

3. No leave of absence shall be granted during the semester within two weeks before the last day of classes.

If the inability of the student to continue his classes are for reasons of health or similar justifiable causes, his absence during this period shall be considered excused. In such cases, the student shall be required to apply for excuse from his absences. It shall be the responsibility of the student to present the excuse slip to the faculty members concerned.

To be pasted at the back of page 106

Presented below is ART.410 as amended at the 950th B/R meeting on February 24, 1983:

ART. 410. Students who complete their courses with the following absolute minimum weighted average grade shall be graduated with honors:

Summa Cum Laude	1.20
Magan Cum Laude	1.45
Cum Laude	1.75

Provided, that all the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade; provided further that in cases where the electives taken are more than those required in the program, the following procedure will be used in selecting the electives to be included in the computation of the weighted avarage grade:

(I) For students who did not shift programs, consider the required number of electives in chronological order.

(II) For students who shifted from one program to another, the electives to be considered shall be selected according to the following order of priority -

(1) Electives taken in the program where the student is graduating will be selected in chronological order.

(2) Electives taken in the previous program and acceptable as electives in the second program will be selected in chronological order.

(3) Prescribed courses taken in the previous program but qualify as electives in the second program will be selected in chronological order.

NOTE:

Art. 410 as amended at the 950th B/R meeting applies to new students who enrolled as freshmen or transferees during or after AY 1983-84.

All other students (i.e., those who enrolled as freshmen, old returning students, transferees, etc. before AY 1983-84) are governed by the provisions of Article 410 which was then in force at the time the new rule was adopted at the 950th meeting of the Board of Regents.

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ART. 408. No student shall be graduated from the University System unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in the case of the following:

1. A student transferee from schools other than the University of the Philippines. This residence requirement is in addition to completion of at least 50 % of the required units for the course; and

2. A student who has been readmitted after being absent without official leave.

(As amended at the 1082d meeting of the Board of Regents on December 16, 1994)

ART. 408. No student shall be graduated from the University System unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

ART. 409. No student shall be conferred any title or degree who fails to pay the required graduation fee within the specified period set by the University Registrar of Admissions. Such student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements toward any title or degree. (As amended at 790th BR 12-19-69 + 871st BR 5-29-75)

Chapter 65

Graduation with Honors

ART. 410. Students who complete their courses with the following averages, computed on the basis of units, shall be graduated with honors:

Cum laude	1.46 to 1.75*
Magna cum laude	1.21 to 1.45*
Summa cum laude	1.00 to 1.20*

Provided, That all the grades in all subjects prescribed in the curriculum shall be included in the computation of the average; and Provided, further, That in case of students graduating with honors in courses the prescribed length of which is less than four years, the English equivalents, namely, "With Honors," "With High Honors" and "With Highest Honors", shall be used instead.

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* See resolution adopted at 819th B/R, April 20, 1972 laying down the rule that the computation of the general weighted average for graduation with honors, cum laude, magna cum laude, and summa cum laude, shall be up to two decimal places only. This shall also be followed in the computation of grades for purposes of scholarships and applications for grants-in-aid.

See back of page 104 for the new rule on the computation of the grades of candidates for graduation with honors that was approved at the 958th. BR meeting on Feb. 24, 1983 applicable to new students enrolled as freshmen or as transferees during an after AY 1984

To be pasted at the back of page 107

UPDATED VERSION of ART. 414 as amended at the 884th B/R meeting, March 31, 1977

ART. 414. Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

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ART. 411. In the College of Medicine, graduation with honors shall be based on the scholarship records of the first four years only.

ART. 412. Students who are candidates for graduation with honors must have completed in the University System at least 75 per cent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.

ART. 413. In the computation of the final average of students who are candidates for graduation with honors, only resident credits shall be included.

ART. 414. Students who are candidates for graduation with honors must have taken during each semester not less than fifteen units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than fifteen units, unless the taking of a ~~reduced~~ load was due to justifiable causes, such as ~~for example~~ the fact that the candidate was a working student. (See back of p. 107 for amendments approved at 884th BR x 3-31-77)

Chapter 66

Commencement and Baccalaureate Exercises

ART. 415. The University Registrar ~~Dean of Admissions~~ shall be in charge of the arrangements for the commencement and baccalaureate exercises and may call upon the other offices for assistance in the carrying out of the plans. (790th B/R, Dec. 19, 1969 x 86 at 5-29-75

ART. 416. The commencement exercises for graduating students of the University, excepting those who are to receive titles and certificates below the bachelor's degree, shall be held on the same day and on the dates fixed for graduation in the calendar.*

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* See resolution adopted at the 607th B/R, July 27, 1961 enacting the following rule: "The graduation or commencement program of the University of the Philippines shall be confined exclusively to the conferment of academic and honorary degrees and academic honors by the University authorities and the address or addresses of the commencement speakers."

ART. 417. The commencement exercises for the units not included in the general commencement exercises shall be held on such dates and in such places as shall be fixed by the President on the recommendation of the Dean or Director.

ART. 418. Attendance at general commencement exercises shall be optional. Graduating students who choose not to participate in the general commencement exercises must so inform their respective deans or their duly designated representatives at least ten days before the commencement exercises. (793rd B/R, April 7, 1970).

ART. 419. Graduating students who absent themselves from the general commencement exercises shall obtain their diplomas, or certificates; and transcripts of record, from the Office of the University Registrar provided that they comply with the provision of Article 418 and upon presentation of the receipt of payment of the graduation fee and student's clearance. (793rd B/R, April 7, 1970). 86/at B/R, 5-29-75

ART. 420. The names of students elected to honor societies and awarded scholarships shall be included in the commencement program.

ART. 421. The diploma shall bear only one date which shall be the date of the commencement exercises.

Chapter 67

Academic Costumes

ART. 422. Candidates for graduation with degrees or titles which require no less than four years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University System.

BOOK III

STUDENT AFFAIRS

Title One

STUDENT SERVICES

Chapter 68

Curricular Consultation Service

ART. 423. There shall be a regular system of consultation and guidance to be offered by the faculty to the students in connection with their registration, their assignments, the progress of their academic work, and other curricular problems in their subjects.

ART. 424. Students shall report regularly for consultation and assistance to faculty members for improvement of their academic work at the time and place stated in the schedule which shall be prepared or approved by the Dean or Director concerned; and failure on the part of the student to report for consultation without valid excuse shall be counted as absence from his class in the subject affected.

Chapter 69

Residence Halls*

ART. 425. The University maintains residence halls as auxiliary agencies for a more adequate educational program and expects its students to reside therein whenever rooms are available. Students not living in the University residence halls shall reside only in homes or dormitories approved by the Dean of Students and listed in his office. **

ART. 426. The Residence Halls shall be governed and operated in accordance with the following rules:

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* See Appendix "DD"(Rules and Regulations Regarding Accommodations in Students' Residence Halls, 837th B/R, Sept. 27, 1973), p. 228, infrn.

** As to off-dormitory housing, see Appendix "EE", p.235, infrn.

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a. Each Residence Hall shall have a Master who shall be responsible for the maintenance of order and discipline of the resident students and the improvement of their personal behavior and academic work. He shall have two or more assistants drawn from the faculty members by the President on his recommendation. The Master and his staff shall serve under such rules and regulations as may be prescribed by the President. They shall be under the supervision of the Dean of Students to whom all branches of discipline and misconduct shall be reported. 1/ (790th BM 12-19-69).

b. Each Residence Hall shall have a House Manager and such assistants, helpers, and janitors as may be needed in the performance of his responsibility for the physical upkeep, repairs, cleanliness, and custody of the building, rooms, furniture, and other equipment therein. The financial operation and administrative direction of the residence shall be the responsibility of the House Manager, who shall be under the supervision of the Director of Auxiliary Enterprises to whom all budgetary requests for administrative positions, appointments, and other housekeeping matters shall be submitted. 1/

c. The Dean of Students shall be responsible for the assignment of students to the different residence halls and shall see to it that only students with proper character certification shall be admitted. (790th BM 12-19-69)

d. The Dean of Students shall exercise supervision over the work of the University Health Service in relation to the health and welfare of the students. (790th BM 12-19-69)

Chapter 70

Financial Aid to Students

ART. 427. Scholarships from private donations and grants and other forms of financial aid for students shall be awarded in accordance with the rules and regulations governing them.

1/ Part of a single resident head each called a Director, Residence Halls & Senior Resident Assistant each with 15 graduate or Undergraduate Residence Hall Assistants.

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ART. 428. To aid able, deserving and promising students and to develop faculty material, on the recommendation of the Deans or Directors of the various colleges or schools, and the Dean of Students who shall examine student applicants as to their character and scholarship, the President or the Vice-President for Administration on his behalf may appoint students as laborers or assistants, assign them to the various units, and grant them compensation commensurate with the nature and scope of their service. The working hours, academic load and compensation of such students shall be in accordance with the rules of the University System. (790th BR 12-19-67)

ART. 429. There shall be created out of the accrued interest of students' deposits a Student Loan Fund which shall be administered in accordance with the following rules and regulations:

a. The government of said Student Loan Fund shall be entrusted to a Board known as the Student Loan Board composed of the Vice-President for Administration as Chairman, the Dean of Students and the Registrar as members. The administrative procedure or the implementation of the policies, rules and regulations shall be assigned by the Board to any of its members or to other officers of the University System as circumstances warrant. (Amended 790th BR 12-19-67 & 847th BR 5-20-71)

b. The loan shall be granted only for the purpose of meeting tuition or part thereof. No loan shall be granted for a period longer than one semester.

c. All loans shall bear interest at the rate of six per centum (6%) per annum from the dates on which they are made.

ART. 430. Students who are indebted to the Student Loan Board, their sureties and parents or guardians shall be notified that such indebtedness must be paid in full one month before the final semestral examinations begin.

ART. 431. If a student fails to settle his account at the time herein provided, the faculty members should either bar the delinquent

student from taking the examinations or, if they allow him to take the examinations, to withhold his grades - that is, instead of indicating the grades, the faculty members should write a note in the "remarks" column "Has account with the Student Loan Board." If the account is not settled by the opening of the following semester, the student may not be allowed to register.

ART. 432. The name "Student Loan Fund" shall be changed to "Student Loan and Scholarship Fund" as soon as the income reaches such proportions as will justify its partial or full appropriation for annual expenditures to maintain scholarships under such rules and regulations as will be promulgated by the Board.

ART. 433. In colleges or schools outside of Quezon City and Manila, the respective deans or directors shall administer the student loan fund accruing from the deposits of their respective students in accordance with the rules and regulations adopted by the Student Loan Board.

Chapter 71

Students' Fiduciary Fund

ART. 434. The parents or guardians of students themselves shall be allowed to deposit with the University Funds for safekeeping and disbursement. Said fund shall be known as the "Students' Fiduciary Fund" and shall be administered by the Vice-President for Administration in accordance with the following rules:

a. The fund is to be deposited in a reputable bank;

b. The instructions of parents or guardians, as to the amount of money to be paid the student each month or to be paid directly to the person with whom the student boards and lodges, shall be strictly observed. Students depositing funds on their own account may make not more than three withdrawals in a month; additional withdrawals may be authorized only when absolutely necessary;

c. The Vice-President for Administration shall cause the keeping of individual records for each deposit. (117th B/R, Feb. 24, 1972). 790th B/R 12-19-69; See p. 11 of Compilation of Powers of Vice-Pres. for Admin.

Chapter 72

Rental of Textbooks

ART. 435. The University shall rent, whenever conditions permit, textbooks to bona fide students in its colleges and schools under the rules and regulations prescribed by the University.

Chapter 73

Foreign Students

ART. 436. There shall be an office to be created by the President under the Office of the Dean of Students [illegible], whose duty shall be to look after the welfare of foreign students enrolled in the University. (As recommended 790th B/R, 12-19-69)

Title Two

EXTRA-CURRICULAR ACTIVITIES

Chapter 74

The Student Union and the Student Council

ART. 437. There shall be a Student Union which shall manage the cultural and social programs and activities in the University Union, with the Director of the University Union as adviser, and under such rules and regulations as may be issued by the Dean of Students. (702nd B/R, Nov. 9, 1962; 790th B/R, Dec. 19, 1969).

ART. 438. The following shall be ex-officio members of the Student Union:

1. Chairman of the Student Council
2. Editor of the Philippine Collegian
3. Editor of the Philippinensian
4. President of the Women's Club
5. President of the Vanguard Fraternity.

(702nd B/R, Nov. 9, 1962).

OIS file for explanation on the cancellation of the B/R citation.)

ART. 439. The recognized Greek-letter fraternity-sorority group shall elect two representatives to the Student Union. These shall be rotated among these organizations. (702nd B/R, Nov. 9, 1962).

ART. 440. All other recognized non-fraternity-sorority organizations which are not classified under the group provided in the preceding article, shall elect two representatives for every fifteen student organizations included in this group. These shall be rotated among these organizations. (702nd B/R, Nov. 9, 1962).

ART. 441. The Officers of the Student Union shall consist of the Chairman, Vice-Chairman, Secretary, Treasurer, and such other officers as may later be provided by resolution of the Student Union with the approval of the Dean of Students. (702nd B/R, Nov. 9, 1962; 790th B/R, Dec. 10, 1969).

ART. 442. The Officers of the Student Union shall be elected from among themselves for a term of one year. (702nd B/R, Nov. 9, 1962).

ART. 443. The Student Union shall hold regular meetings at least once a month. Special meetings may be held on the call of the Chairman or on the request of the majority of the representatives. (702nd B/R, Nov. 9, 1962).

ART. 444. The Director of the University Union shall act as adviser of the Student Union. He shall be present in any regular or special meeting of the Student Union. (702nd B/R, Nov. 9, 1962).

ART. 445. No student in the first semester of his freshman year in the College of Arts and Sciences shall be entitled to vote or to hold any position in the Student Union or in any other college or university student organization. (787th B/R, June 24, 1966; Adm. Order No. 16 [1966]). NOTE: No record of suspension of Art. 445 at the 747th B/R meeting

ART. 446. No student shall be elected as representative to the Student Union unless he has at least one year's residence in the University, has an average of at least "3" during the preceding semester, has no grade of "5" in a required subject which has not been repeated and passed, immediately preceding the election. (790th B/R, Dec. 19, 1969).

ART. 447. For any offense of which a representative of the Student Union or any other student organization may be found guilty by the authorities of the University System, his position shall be considered automatically vacated and his successor shall be designated by the Dean of Students. (790th B/R, Dec. 19, 1969).

ART. 448. There shall be a University Student Council with the following powers: (1) to develop university spirit among the ranks of students and promote their general welfare; (2) to advise the President of the University System on student matters, affairs and activities of distinctly inter-collegiate concern; (3) to organize and direct student activities of the nature described; (4) to adopt its own by-laws for its own internal and general government; and (5) to have such powers and perform such other duties as the University System authorities may from time to time grant or delegate to it.

The composition of the University Student Council, its officers, and the manner of electing its members and officers shall be in accordance with rules to be promulgated by the University Council Committee on Student Organization and Activities with the approval of the President of the University System. (702nd B/R, Nov. 9, 1962).

Chapter 75 4/ This Chapter was deleted after the 809th B/R 4-29-71; see pp. 15-16 of minutes thereof.

The Philippine Collegian

ART. 449. The Philippine Collegian, as a newspaper for students of this University System, shall be devoted primarily to the publication of news that are of general interest to the students; and it shall not be used as a medium for promoting personal or sectional interests.

The present Collegian Rules are those approved by the 902nd B/R, 10-26-78, amended by the 923rd B/R, 1-31-80.

ART. 450. The publication of the Philippine Collegian as a newspaper for students shall be governed by the University Code and by the rules andregulations approved by the President, who shall appoint, on the recommendation of the Dean of Students, a Faculty Advisor on the administrative and editorial work of the Collegian. No issue of the Collegian may be printed without the previous approval of the Adviser in writing. As administrative advisor, he has disciplinary power over the members of the staff; and as editorial advisor, he may at any time forbid the publication of any news item, story, article, editorial, or other matter, on grounds provided by the constitution of the Collegian; Provided however, That the editor-in-chief shall have the right to appeal to the Dean of Students whose decision shall be final.

Notwithstanding the provisions of the next preceding paragraph, whenever the President determines that the editorial staff of the Collegian has been producing a fair, sober and dignified newspaper, he may direct the Faculty Adviser to confine his work to a post-publication review of the Collegian in order that he may be able to give helpful suggestions. But the President may restore the powers of the Faculty Adviser as provided in the next preceding paragraph if he determines that the conditions for limiting the Adviser's powers have ceased to exist.* (702nd B/R, Nov. 9, 1962);

ART. 451. The Philippine Collegian shall be financed out of such sums which may be allocated to it out of the University news publication fees to be paid by all students and from whatever income it may receive from subscriptions, advertisements, and other services. The financial and business management of the Collegian shall be vested in a business manager who shallbe appointed by the President, on the recommendation of the Vice-President for Administration, from among the members of the faculty of the College of Business Administration or of the student body of the University. The business manager is authorized to appoint solicitors and assistants with the approval of the Vice-President for Administration. (702nd B/R, No. 9, 1962; Reorganization of the Central Administration, 789th B/R, Nov. 25, 1968, as modified in 817th B/R, Feb. 24, 1972).

*For rules governing the Collegian during Martial Law, see Appendix "GG", p. 241, infra.

See also Appendix "HH" (Rules Governing the Publication of the Student Newspaper in the UPLB), p. 244, infra.

ART. 452. The editor-in-chief of the Philippine Collegian shall be chosen solely by a series of three competitive written examinations to be given during the first ten days of the academic semester by a committee of five faculty members to be appointed annually by the President, on the recommendation of the Dean of Students. The examinations shall be given in the following phases of journalism;

1. Editorial writing 60%
2. News writing 25%
3. Lay-out and headline writing 15%

Only regular, bona fide students having a general weighted average of "2.5" or better and without any grade of "5" or "Incomplete" or without having dropped any course during the previous semester, are qualified to take the examinations. Candidates for the post of editor-in-chief shall present a written certificate signed by the Dean or Director concerned stating that they have not been the subject of disciplinary action for misconduct of any kind and that they are responsible persons of good character. (790th B/R, Dec. 19, 1969).

ART. 453. The student receiving the highest general average rating in the examination shall ipso facto qualify as editor-in-chief of the Philippine Collegian. In case of tie, the journalistic training and experience of the candidates shall be taken into consideration to break the tie.

ART. 454. The term of office of the editor-in-chief of the Collegian and his staff shall be for one academic semester or until the selection of his successor; Provided, That where the powers of the Faculty Adviser have been limited as provided in paragraph two of Article 450, the President may extend the term for another academic semester; provided, further, that upon recommendation of the Faculty Adviser, an editor and his staff may be appointed by the Dean of Students to edit the Collegian during summer, subject to such restrictions and conditions as may be imposed by the President. The other members of the Collegian Staff shall be nominated by the editor, subject to the approval of the Faculty Adviser.

The nominees shall present a written certificate signed by the Dean or Director concerned stating that they have not been the subject of disciplinary action for misconduct of any kind and that they are responsible persons of good character. (702nd B/R, Nov. 9, 1962).

Chapter 76

Student Organizations and Activities*

ART. 455. A student organization of the University System or of any college or school thereof shall be any association, club, fraternity, sorority, order, or any other form of organized group fifty per cent or more of whose members are students of this University System or whose principal officers are such students.

ART. 456. Organizations which are provincial, sectional or regional in nature shall not be allowed in the University System.

ART. 457. A university student organization shall be one whose members belong to two or more colleges or schools of the University System; a college or school student organization shall be one whose members belong exclusively to one college or school; and a class organization shall be one composed of members of a class in any college or school of the University System.

ART. 458. University student organizations shall be directly under the control and supervision of the University Council Committee on Student Organizations and Activities through the Dean of Students. College or school student organizations and class organizations shall be under the jurisdiction of the Dean or Director of the corresponding college or school. (702nd B/R, Nov. 9, 1962)

ART. 459. The University Council on Student Organizations and Activities shall have as its ex-officio Chairman the Dean of Students.

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* For rules on registration of organizations, see Appendix , p. 239 , infra.

The Committee shall exercise direct control and supervision over University student organizations; provided, however, that it may delegate to the Dean of Students matters which are not policy-making in nature. (704th B/R, Jan. 11, 1963; 790th B/R, Dec. 19, 1969).

ART. 460. Every University student organization shall have one or more faculty advisors chosen by it and approved by the Dean of Students. No student organization may hold any meeting or undertake any activity for any purpose whatever, except that of adopting a constitution, before its adviser or advisers are appointed and have assumed office as such. (702nd B/R, Nov. 9, 1962).

ART. 461. No university student organization shall be allowed to function without a constitution which has been previously approved by the University Council Committee on Student Organizations and Activities. (702nd B/R, Nov. 9, 1962).

ART. 462. Appeals from the decisions of the Committee may be made within 36 hours from the time the decision is made known to the head or acting head of the organization. They shall be taken to the President of the University System whose decision shall be final. (702nd B/R, Nov. 9, 1962).

Chapter 77 [1]

Athletics

ART. 463. Every student duly registered in any of the colleges or schools of the University System shall, upon payment of the athletic fee, be a member of the University Athletic Association. The government of this association shall be vested in a Board of Athletic Affairs which shall be composed of the following:

[1] The entirety of Chapter 77 (i.e., Articles 463 through 466) was repealed at the 589th B/R meeting held on 2-23-78 wherein the Board of Athletic Affairs, Men's Board of Athletic Affairs were abolished. See pp. 27 & 30 of minutes.

Repealed at 893rd BR 2-23-78
see pp 28 & 29 of minutes (Xerox).

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a. The Vice-President for Administration, ex-officio Chairman
b. The Physical Director, ex-officio member and secretary
c. The Dean of Students, ex-officio member
d. Three representatives from the Quezon City units;
e. One representative from the Manila units
f. One representative from the Los Baños units
g. One representative from the U.P. Alumni Association

The members shall be appointed by the President for a term of two years, except the representative from the U.P. Alumni Association who shall be recommended by the President of the U.P. Alumni Association. (790th B/R, Dec. 19, 1969). Subsequently amended at 893rd BR 2-23-78 pp 28 & 29 of minutes (Xerox).

ART. 464. The Board of Athletic Affairs shall have for its functions the laying down of broad athletic policies and administering the financial aspect of athletic and similar extra-curricular activities of the University System.

ART. 465. A special committee composed of the Dean of Students as Chairman, the Physical Director, and another member elected from and by the members of the Board of Athletic Affairs shall supervise all varsity athletics.

ART. 466. In the University of the Philippines at Los Baños, there shall be a Sub-Board composed of the following:

a. The representative to the Board of Athletic Affairs, Chairman;
b. The resident Assistant Physical Director, ex-officio member and secretary;
c. One representative from the College of Agriculture, appointed by the Dean of that College;
d. One representative from the College of Forestry, appointed by the Dean of that College;
e. One representative from the Agricultural Credit and Cooperatives Institute, appointed by the Director of that Institute;
f. One representative from the Dairy Training and Research Institute, appointed by the Director of that Institute;
g. One representative from the Graduate School, appointed by the Dean of that School; and
h. One representative from the Agrarian Reform Institute, appointed by the Director of that Institute. (Pres. Decree No. 58).

This Sub-Board shall take up matters pertaining to finances and athletics in Los Baños before presentation to the Board of Athletic Affairs for approval.

Chapter 78

Convocations

ART. 467. University convocations shall be held under the auspices of the different colleges, schools and units of the University System, the University Student Union or other university or college organizations, upon approval of the Chairman of the Presidential Committee on Convocations, and upon consultation with the President of the University.

ART. 468. Any priest, preacher, or minister of the gospel of any religious denomination may speak before student groups or organizations of the University System; Provided, That in every case the written permission of the President shall have been previously secured; and Provided, further, That speakers do not discuss questions which might provoke dissension in the University System.

Chapter 79

Press Articles by Students

ART. 469. Any student of the University System who publishes an article, or writes a letter to the press and who desires to be known as a student of the University of the Philippines System, shall prefix the name of the college or school in which he is registered with the word "student."

Chapter 80

Students' Participation in Controversial Activities

ART. 470. The participation of students in controversial activities shall be governed by the following principles:

The University System has for one of its aims the training of leaders of thought and action for the general citizenry of this country. For this purpose, the students of this institution are and have always been encouraged to take an intelligent interest in public questions. Many of these questions could be of a controversial nature but to place them beyond

the inquiry and consideration by the students would be to defeat this object. Therefore, students of this institution are and should be free to express their views and sympathies on any public question, subject however, to certain self-evident and well-established limitations, among which are:

(1) The participation of students in parades, demonstrations, mass-meetings, programs, and the like, organized or promoted by parties or interests not authorized by the University System, shall not interfere with the classes and other activities of the institution;

(2) Students who take part in any of the aforementioned activities shall not exhibit any signs of any kind giving the impression that they represent the University System, their participation to be clearly indicated as on their own individual responsibility;

(3) Students at all times shall observe the pertinent laws and regulations and shall act always with fairness, tolerance, moderation, and respect for the opinions and feelings of others, bearing in mind that education stands for broadness of views and for appreciation and understanding of principles;

(4) Students are expected to be courteous and considerate on all occasions as befitting men and women of refinement and good breeding.

Title Three

CONDUCT AND DISCIPLINE*

Chapter 81

General Provisions*

ART. 471. Every student shall observe the laws of the land, the rules and regulations of the University System, and the standards of good society.

The definition or specification of certain offenses or breaches of discipline, in separate resolutions of the University Council approved

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* See Appendix "III", p. 247, infra.

RETRACED AT 787 CC, GR
9-29-69

by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the President, deans and directors and instructors in those cases not provided by said bodies.

ART. 472. For purposes of keeping order in the classes, an instructor is empowered to exclude a student for ungentlemanly conduct from his class and immediately thereafter to make a report of such action to the Dean or Director. In case the student is registered in another college or school, the Dean or Director shall transmit the case to the Dean or Director of the other college for disciplinary action.

ART. 473. Any form of cheating or dishonesty shall be punishable, the penalty to be determined by the Dean or Director according to the circumstances of the case.

ART. 474. No person, whether connected with the University System or not, shall carry in the University System premises any firearm, dangerous weapon, or explosive, unless such is required in the performance of official duties or in his course for purposes of study. Private persons entering the campus shall deposit any such prohibited material with the University System of the Philippines Security Force. Employees, faculty members and students violating this rule shall be subject to disciplinary action. (802nd B/R, Nov. 19, 1970). Is this considered restored as of the aforecited date?

ART. 475. No play, skit, farce, comedy, scene, or any other similar act shall be staged or presented in or outside of the University System without the previous authorization and approval of the Dean of Students, or his representative, whose duty it shall be to supervise all activities of this nature. Violation of this rule shall subject the student offenders to disciplinary action.

REPEALED BY 7477 BIR 9-29-69

ART. 476. Any student who makes unnecessary noise in the University/promises shall be suspended by the Dean or Director for a period not exceeding one week; and for the second offense, the case of said student shall be elevated to the Dean of Students who shall recommend to the President appropriate decision.

ART. 477. No smoking shall be allowed in classrooms, laboratories, libraries, hallways, corridors, wards or shops or in any other place in the University/promises where danger of fire may exist.

ART. 478. The University need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Dean of Students or his representative, may take disciplinary action. If it is a case of indebtedness to the University/ the existing rules such as withholding of grades or barring from the examinations shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.

Chapter 82* ← REPEALED BY 7477 BIR 9-29-69

Disciplinary Actions

ART. 479. Whenever a student, either as an officer or as a member of an organization, has been reported as, or has been suspected of, having violated the rules and regulations concerning student extra-curricular activities and organizations, the Dean of Students shall immediately direct an investigation of the case. If the student is found guilty as charged, the Dean of Students shall admonish, reprimand, or suspend him for a period of not more than one month and shall report such action to the President. If a heavier penalty is necessary, the Dean of Students shall make the corresponding recommendation to the President of the University System.

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* This chapter has been totally replaced by Appendix "II", p. 247, infra.

See footnote on page 124, in the current Rules on student conduct & discipline.

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ART. 480. All cases of personal misconduct or breaches of discipline committed by a student as an individual and not in connection with or by reason of his membership in any university or college student student organization or extra-curricular activity, shall fall under the jurisdiction of the dean or director of the college or school concerned and shall be dealt with by said official. After investigation, he may suspend the student for not more than one month.

ART. 481. If the Dean or Director considers the offense serious enough to necessitate suspension for more than one month, he shall submit to the President his recommendation for the student's suspension for a longer period but not more than one year, within a week after he has heard the case and arrived at the decision. The President shall impose the penalty recommended unless it is necessary to modify or set it aside.

ART. 482. If the Dean or Director, after due investigation, finds it necessary to have the student suspended for more than one year or to have him expelled from the University System, he shall so recommend to the President for further investigation of the case and final decision by the Executive Committee.

ART. 483. Any student who is made a respondent in a disciplinary case heard by the Executive Committee shall have the right to be accompanied by a member of the faculty as his counsel.

ART. 484. The President or the Dean or Director may suspend any student, pending the investigation of his case, when there is a strong ground to believe that he is guilty of serious misconduct affecting order and discipline.

ART. 485. A student who has committed any breach of discipline and who fails to appear for an investigation after having been given 36 hours' notice to appear, shall be considered as in default and the investigating body or official shall proceed with the investigation of

REPEALED AY 78-79 BR 9-29-79

ART. 486. Disciplinary action may take the form of expulsion, suspension from the University System, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the discipline action or penalty to be imposed.

ART. 487. The fact that the misconduct has been committed outside of the University System/campus shall constitute no defense if it involves his status as a student or affects the good name or reputation of the University System.

ART. 488. Any disciplinary action taken against a student shall be reported to his parents or guardians.

Concluding Title

AMENDMENT AND REPEAL

ART. 489. Save as to matters specifically provided for by law, any provision in this Code may be amended at any regular meeting of the University Council and/or the Board of Regents.

ART. 490. Existing bodies, offices, committees, etc. which are rendered obsolete by this Code or not herein expressly provided for and recognized are hereby dissolved; and all existing rules and regulations which are in conflict with the provisions of this Code are hereby declared repealed.

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APPENDICES

Appendix "A"

PRESIDENTIAL DECREE NO. 58

CONSTITUTING THE UNIVERSITY OF THE PHILIPPINES AT LOS BAÑOS, GRANTING IT FULL AND COMPLETE AUTONOMY, AND AMENDING THE CHARTER OF THE UNIVERSITY OF THE PHILIPPINES.

WHEREAS, the Government is strongly committed to the proposition that agricultural and rural development should be achieved as a foundation for industrialization and social and economic progress;

WHEREAS, the entire country has been proclaimed a land reform area in order to emancipate tenant farmers from the bondage of landlordism as a prerequisite to the development of a strong and viable economy.

WHEREAS, in order to effectively implement the land reform proclamation, there is an urgent need for a highly competent center of training to turn out the needed manpower, and to undertake relevant research and extension services in agriculture, agrarian reform, agricultural engineering, agribusiness, agricultural credit and cooperatives, forestry and related sciences and technologies;

WHEREAS, the Agrarian Reform Institute now located at the U.P. Diliman can achieve greater strength and effectiveness in technical manpower training and research if it is strongly linked with other agricultural units now existing in Los Baños; and

WHEREAS, it is necessary to establish an agricultural center that will efectively mobilize and totally, realistically and directly apply its academic and technical expertise and physical resources to achieve the purposes of the New Society.

NOW, THEREFORE, I FERDINAND E. MARCOS, President of the Philippines, by virtue of the power vested in me by the Constitution as Commander-in-Chief of all the Armed Forces of the Philippines, and pursuant to Proclamation No. 1081 dated September 21, 1972, and General Order No. 1 dated September 22, 1972, as amended, do hereby order and decree that:

1. The Board of Regents of the University of the Philippines is hereby authorized to establish a University of the Philippines System, including an autonomous University of the Philippines at Los Baños composed of the following units: the College of Agriculture, the College of Forestry, the Agricultural Credit and Cooperatives Institute, and Dairy Training and Reseach Institute and the Graduate School, and the Agrarian Reform Institute now located in U.P. Diliman, and such other units as may subsequently be created;

2. The Board of Regents shall take appropriate steps to ensure that the establishment of the autonomous University of the Philippines at Los Baños shall aim at the speedy realization of the goals above indicated;

3. To facilitate this objective, the composition of the Board of Regents of the University of the Philippines System shall be as follows:

(a) The Secretary of Education as Chairman of the Board.
(b) The President of the University of the Philippines System as Vice-Chairman of the Board.

(c) The Undersecretary of Agriculture.
(d) The Chairman of the Senate Committee on Education.
(e) The Chairman of the House Committee on Education.
(f) The Chancellors of the member universities of the System.
(g) The President of the U.P. Alumni Association.
(h) One Regent representing the Student Body.
(i) Six other Regents appointed by the President of the Philippines, at least four of whom are alumni of the University.

4. Act No. 1870, as amended, otherwise known as the Charter of the University of the Philippines, is hereby amended accordingly.

5. All Acts, parts of Acts, executive orders, ordinances, rules and regulations which are inconsistent with the provisions of this decree are hereby repealed, amended or modified accordingly.

6. This decree shall take effect immediately.

DONE in the City of Manila, this 20th day of November in the year of Our Lord, nineteen hundred and seventy-two.

(Sgd.) FERDINAND E. MARCOS

By the President:

ALEJANDRO MELCHOR
Executive Secretary

Amendments & the Resolution below had been distributed to the Committee members earlier on its 1st meeting, on 2 Aug. 1972.

8-12-72

Appendix "B"

RESOLUTION

Reorganizing the University of the Philippines into the University of the Philippines System
and
Establishing the University of the Philippines at Los Baños as an Autonomous Member of the System
Effective January 1, 1973
(Adopted unanimously by the Board of Regents at its 820th Meeting on December 21, 1972)

WHEREAS, the realization of the national program of economic development and social progress requires the fullest cooperation of the educational and research institutions of the Republic;

WHEREAS, the University of the Philippines, as the nation's leading institution devoted to higher education, research, and community service, bears a special responsibility in that regard;

WHEREAS, the National Board of Education has approved a recommendation of the Presidential Commission to Survey Philippine Education designating the University of the Philippines as the national university of the Philippines;

WHEREAS, it has become necessary to reorganize the University of the Philippines so that, through the concerted application of science, technology, and the behavioral sciences to the problems of society, the University may serve as a more effective instrument of national development, while maintaining its commitment to arts, letters, and humanities, as well as to the pursuit of truth and the highest standards of academic excellence;

WHEREAS, such reorganization is best effected by preserving the institutional unity and academic integrity of the University of the Philippines while allowing for decentralization of authority and autonomy of the component units;

THEREFORE, the Board of Regents of the University of the Philippines, by virtue of the power vested in it by Act No. 1870, otherwise known as the University Charter, as amended, and by Presidential Decree No. 58, dated November 20, 1972, resolves as follows:

The University of the Philippines System

SECTION 1. The University of the Philippines is hereby reorganized into the University of the Philippines System. The University of the Philippines at Los Baños is constituted as an autonomous member of the University System. It shall comprise the units enumerated in Presidential Decree No. 58 and such other units as may hereafter be created by the Board of Regents and included therein or transferred thereto.

SEC. 2. The University of the Philippines System shall be governed by Act No. 1870, as amended, otherwise known as the University Charter, and by the Revised University Code, except insofar as the aforesaid Charter and Code have been modified by Presidential Decree No. 58, dated November 20, 1972, and, pursuant to said Decree, by the provisions of this Resolution.

The Board of Regents

SEC. 3. The University of the Philippines System shall have the general powers of a corporation as set forth in the Corporation Law, and the administration of said University System and the exercise of its corporate powers are hereby vested exclusively in the Board of Regents and the President of the University System insofar as authorized by said Board.

SEC. 4. The Board of Regents shall appoint, upon the recommendation of the President, the following: the Vice-Presidents and the Secretary of the University System; the Chancellors and Vice-Chancellors of the autonomous Universities; the deans, directors, or heads of units and other institutions, and special assistants; faculty members with the rank of assistant professor or higher, professorial lecturers, and officers of the autonomous Universities, the external units, and other institutions with or above the rank of administrative officer, research associate, or specialist I, or the equivalent thereof. (Amended at 863d B/R meeting, 7-31-75) */

The President

SEC. 5. The President shall be the chief executive of the University System and shall have the following powers and responsibilities:

a. He shall provide leadership for the University System and shall preserve and protect its academic integrity.

b. He shall have over-all authority and responsibility for the supervision of the University System, and shall ensure the observance and implementation of the policies laid down by the Board of Regents.

c. He shall concern himself with the larger questions of university policy relating to national development programs, research activity, academic standards, curricula, and matters affecting the rights, privileges, responsibilities and welfare of the University constituency.

d. He shall exercise primary authority and responsibility over the following areas: development planning and resource allocation; grants, endowments and fund-raising; and external relations and public affairs.

e. He shall coordinate the activities and programs of the University System and among the autonomous Universities and the other component units and institutions, in particular those of a multidisciplinary nature.

f. He shall have under review the goals and objectives of the autonomous Universities, external units, and other institutions, appraise their performance in relation to goals, and recommend appropriate action by the Board of Regents.

g. He shall formulate integrated and comprehensive plans for the University System, including academic, physical development, and fiscal plans.

h. He shall set up machinery for review of all disciplinary actions appealable to the Office of the President, and for the consideration of petitions for redress of grievances.

*/ The amendment referred to above is not integrated yet.

i (new paragraphs inserted as per BOR 7-31-75)

~~j~~. He shall appoint officers and employees in or directly under his office and in other offices not attached to any autonomous University other than those enumerated in Section 1 above. (Amended at BOR 7-31-75) */

~~k~~. With respect to the units directly under his supervision and control he shall exercise such powers and discharge such responsibilities as are exercised by the head of an autonomous University. (Amended at BOR 7-31-75) */

~~l~~. He shall determine and prepare the agenda for meetings of the Board of Regents.

~~m~~. He shall exercise such other powers and discharge such other responsibilities as may be delegated to him by the Board of Regents. (Amended at BOR 7-31-75) */

SEC. 6. The President shall be assisted by Vice-Presidents who shall serve as his deputies and perform such other functions as the President may assign to them. The Vice-Presidents shall serve at the pleasure of the President.

SEC. 7. There shall be a Secretary of the University System, who shall serve concurrently as the Secretary of the Board of Regents.

The Autonomous University

SEC. 8. Each University shall enjoy autonomy in the administration of its own affairs within the context of the purposes of the University of the Philippines System and the policies laid down by the Board of Regents.

Each University shall have a Chancellor appointed for a term of five years.

The Chancellor

SEC. 9. The Chancellor shall be the executive officer of the autonomous University and shall discharge the following functions and responsibilities:

a. To prescribe rules for the governance of the autonomous University consistent with its purposes and the policies laid down by the Board of Regents.

b. To submit to the President for approval by the Board of Regents the courses of study and academic programs, rules of discipline, and awards of degrees and diplomas as recommended by the University Council.

c. To award fellowships, assistantships and scholarships to students, faculty members and other personnel, in accordance with the policies prescribed by the Board of Regents.

d. To maintain links with other units of the University System so as to ensure fruitful academic interchange and maximize the use of human and physical resources.

e. In accordance with the policies approved by the Board of Regents, to appoint, transfer or promote personnel of the autonomous University as hereinbelow provided; fix their work schedules; grant leaves of absence; and approve their special detail, additional assignments, additional compensation, resignation or retirement.

*/ The amendment referred to above is not integrated yet.

f. To appoint all faculty members up to and including the rank of Instructor, lecturers, special lecturers, program or project directors, college secretaries, department chairmen, and officers below the rank of administrative officer, research associate, specialist I, or the equivalent thereof, and all other employees therein; provided, that all faculty appointments to permanent status shall be subject to approval of the Board of Regents upon the recommendation of the President. (Amended at 863rd B/R 7-31-75) **

g. To negotiate and obtain, in consultation with the President, grants for specific projects, gifts and donations of real or personal property of all kinds, subject to the confirmation of the Board of Regents upon the recommendation of the President, and to administer the same for the benefit of the autonomous University, its units; departments, or students. (Amended at 930th B/R 7-31-80) **

h. To enter into contracts for the acquisition of properties and services not exceeding ₱50,000 in value, and single contracts for repairs and construction not exceeding ₱100,000 in value, subject to the policies of the Board of Regents; provided that all such contracts shall be reported to the President. (Amended at 863rd B/R 7-31-75) **

i. To submit to the President an annual report on the operations of the autonomous University, and such other reports as the latter may require.

j. To prepare and recommend to the President for approval of the Board of Regents the budget of the autonomous University.

k. To authorize transfers not exceeding ten per cent (10%) of one budget category to another within the approved budget of the autonomous University. (Amended at 863rd B/R 7-31-75) **

l. To perform such other functions as the Board of Regents or the President may delegate to him. (Amended at 863rd B/R meeting 7-31-75). **

SEC. 10. The Chancellor shall be assisted by one or more Vice-Chancellors who shall serve as his deputies and perform such other functions as the Board of Regents or the Chancellor may assign to them. The Vice-Chancellors shall serve at the pleasure of the Chancellor.

The University Council

SEC. 11. There shall be in each autonomous University a University Council consisting of faculty members of the units therein with the rank of assistant professor or higher. The Chancellor shall be the Chairman of the Council.

SEC. 12. Subject to the approval of the Board of Regents, upon the recommendation of the President and in accordance with the policies and standards established by the Board, the University Council shall:

a. Prescribe the courses of study, curricula and rules of discipline of students in the autonomous University.

b. Fix the requirements for admission to any college or unit of the autonomous University and for graduation and the awarding of degrees.

c. Recommend recipients of degrees or diplomas.

** The amendment referred to above is not integrated yet.

SEC. 13. The University Council shall, through the Chancellor or its own appropriate committees, exercise disciplinary powers over the students pursuant to the rules of discipline prescribed by the Board of Regents.

SEC. 14. There shall be an executive committee of the University Council with the Chancellor as chairman and composed of the officers of administration and the deans and directors of academic units as members. The functions of the executive committee shall be those set forth in the Revised University Code. (Amended at 924th BOR 2-28-80) */

SEC. 15. The University Council may create such other committees as it may deem necessary for the performance of its functions.

Investigation and Discipline

SEC. 16. The investigation of academic and administrative personnel shall be in accordance with regulations of the University System.

SEC. 17. Decisions in disciplinary proceedings shall be rendered as follows:

a. In cases involving an administrative employee of a unit, by the Dean, Director or head of unit; provided that if the penalty imposed is suspension for a period of not more than fifteen days, or a fine not exceeding his compensation for such period, the decision shall be final.

b. In cases involving academic personnel and administrative personnel of an autonomous University not falling under paragraph (a) above, by the Chancellor; provided that if the penalty imposed is suspension for a period of not more than thirty days, or a fine not exceeding the compensation of the employee for such period, the decision shall be final.

c. In all other cases involving academic and administrative personnel not falling under paragraphs (a) and (b) above, by the President, whose decision shall be final; provided that decisions involving dismissal or removal of faculty members and administrative personnel may be appealed to the Board of Regents.

Budgetary and Fiscal Procedures

SEC. 18. There shall be a Development Budget Committee of the University System composed of the President as chairman, and the Vice-Presidents of the University System and the Chancellors of the autonomous Universities as members, with the Budget Director as secretary. The Committee shall assess expected income for the coming fiscal year and set budget guidelines, priorities, and ceilings.

SEC. 19. In accordance with the aforementioned guidelines, priorities, and ceilings, the autonomous Universities, units or institutions shall prepare their respective budget proposals which shall be reviewed and integrated by the Development Budget Committee for submission to the National Government.

SEC. 20. Upon approval of the Appropriations Act by the National Government, the autonomous Universities, units or institutions shall make readjustments of their respective original budget proposals proportionate to the total amount

*/ The amendment referred to above is not yet integrated.

actually approved for the University System. The adjusted budgets shall then be submitted to the Development Budget Committee, which shall integrate them and prepare the overall internal budget of the entire System for consideration and approval by the Board of Regents upon the recommendation of the President.

The autonomous Universities shall have responsibility for all phases or aspects of administration of their respective budgets, within the general guidelines approved by the Board of Regents.

Multidisciplinary Centers

SEC. 21. The autonomous Universities and other component units of the University System shall contribute to and collaborate in the establishment and development of multidisciplinary centers of the University System, including the Philippine Center for the Health Sciences, the National Development Research Center, and the Center for International Studies.

SEC. 22. In accordance with Republic Act No. 5143 creating the Philippine Center for the Health Sciences, the University shall take steps to establish the Center on the Diliman campus. There shall be a committee of deans and directors of the health science units under a chairman elected by them, to consider common problems and recommend to the Board of Regents and the President such measures as may be necessary for interdisciplinary collaboration and for the establishment of the Center in Diliman.

Special Provisions

SEC. 23. With the establishment of the autonomous University of the Philippines at Los Baños and upon the appointment of a Chancellor, the position of the Vice-President for U.P. at Los Baños shall cease to exist.

SEC. 24. Unless otherwise herein provided, the organizational structure of the University shall be maintained, and the existing positions and their incumbents shall remain and continue to function.

SEC. 25. Unless otherwise inconsistent with the above provisions, existing regulations of the University shall apply to the University System and to the autonomous Universities insofar as the same may be applicable.

Effectivity

SEC. 26. This Resolution shall take effect on January 1, 1973.

To be pasted at the back of page 138

NOTE REGARDING I, B, (10) on page 139:

At its 923d meeting on January 31, 1980, the Board of Regents delegated to the President the authority to fix and revise rentals and some other fees. This was subsequently amended at the 932d D/R meeting on September 18, 1980. Xerox copies of pp. 4 to 7 of the 932d B/R had been transmitted earlier to Prof. Myrna Feliciano as one of the reference materials in the "LIST OF CODAL PROVISIONS REQUIRING ADDITIONAL REFERENCE MATERIALS".

Appendix "C"

FURTHER DELEGATION OF AUTHORITY TO PRESIDENT
(Adopted at 830th B/R, Feb. 22, 1973)

The Board approved proposals for further delegation of authority to the President, in order to reduce the volume of matters submitted to the Board for consideration and approval.

I. Matters Reserved to the Board

In conformity with the principles and with the provisions of the University Charter and/or Revised University Code as amended by Presidential Decree No. 58 dated November 1972 and by the resolution adopted by the Board establishing the University of the Philippines System (828th meeting, 21 December 1972), it is proposed that the following matters shall continue to require the approval of the Board.

A. General Governance

(1) Establishment of autonomous universities as members of the University of the Philippines System.

(2) Creation or abolition of academic units or administrative offices.

(3) Schedules of salaries, honoraria, per diems, and allowances.

(4) Tenure of the officers of the administration, academic and administrative personnel, deans, directors, chairmen of departments, and college secretaries.

B. Administrative and Fiscal Matters

(1) General policies on appointment and promotion.

(2) General policies on leaves of absence of faculty, employees, and students.

(3) Extension of service of officers of administration and faculty members beyond the age of compulsory retirement up to the age of 70.

(4) Confirmation of ad interim appointments.

(5) General policies on the discipline of faculty, employees and students.

(6) Appointments of academic and administrative personnel as provided in Board of Regents Resolution of December 21, 1972.

(7) General policies on the operation of the land grants and business enterprises.

(8) Appropriate of funds.

(9) Transfer of funds in the budget as provided in Board of Regents Resolution of December 21, 1972. (See Art. 21 as amended at 863d B/R, 31 July 1975, p. 76, supra)

(10) Schedules of tuition and other student fees, and all special fees (and remission of the same in special cases). See Note at back of p. 139

(11) Donations with onerous considerations on the part of the University, or those involving the expenditure of University funds.

To be pasted at the back of page 139

NOTE 1:

The provisions of I, B, (12) on page 140 was amended impliedly when II, A (3) on page 140 was amended at the 841st B/R meeting held on January 31, 1974 and subsequently amended further at the 863d B/R meeting on July 31, 1975.

(3) Negotiated contracts for services and direct purchase of supplies, materials and equipment involving amounts above ₱200,000.00 but not more than ₱500,000.00 as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three responsible suppliers, subject to the provisions of Executive Order No. 218 dated March 21, 1970 of the President of the Philippines, existing laws, auditing and accounting regulations, and other applicable rules.

(As amended at the 841st B/R meeting, Jan. 31, 1974; 863d B/R meeting, July 31, 1975; and 987th B/R meeting, April 24, 1986)

NOTE 2:

Executive Order No. 218 was amended by Executive Order No. 301, dated July 26, 1987, issued by President Corazon C. Aquino.

(12) Direct purchase of equipment above P50,000 (without public bidding) as a result of direct negotiations with exclusive distributors or manufacturers as authorized by the Finance Committee.

See Note 1 at back of p. 139

C. Academic Matters

(1) General policies on admissions.

(2) General policies on curricula.

(3) General policies governing undergraduate and graduate programs, and research and extension activities.

(4) General policies on scholarships and fellowships.

(5) Graduation of students.

(6) General policies on the establishment of professorial chairs.

(7) Appointment of Professors Emeriti.

(8) Conferment of honorary degrees.

II. Matters Delegated to the President

In addition to the powers and functions previously delegated by the Board to the President, the following are also delegated to him:

A. Administrative and Fiscal Matters

(1) Contracts for the undertaking of research projects, study and training programs and examinations in collaboration with, or with the support of, public or private institutions or person, including contracts for personal services incidental thereto.

(2) All other contracts falling below the ceiling or limitations set in Board of Regents Resolution of December 21, 1972.

(3) Direct purchase of equipment up to P50,000 in each case (without public bidding) as a result of direct negotiation with exclusive distributors or manufacturers.
(See back of page 139 for the text of the updated version.)

(4) Lease or sale of usable equipment or property, except real estate property, of the University.

(5) Condemnation and disposal of unserviceable property.

(6) Filling of new or vacant positions to meet emergencies between meetings of the Board.

(7) Transfer of faculty and employees from one department or unit to another.

(8) Automatic promotions of faculty members.

(9) Approval of leaves of absence of faculty, employees and students.

(10) Requests of deans, department chairmen and administrative officers, as well as faculty and employees, for part-time practice of profession.

(11) Resignations.

(12) Sabbatical assignments.

(13) Trips abroad of University personnel.

(14) Appointment of deans, directors, department chairmen a/ in an acting capacity, or of officers-in-charge for these positions, for a period of less than one year.

* (15) Constitution and by-laws of organizations or associations of faculty members.

(16) Rules on University housing.

B. Academic Matters

(1) Institution or abolition of courses of study.

(2) Admission requirements.

(3) Approval of scholarships and fellowships.

QUESTIONS NOT YET OFFICIALLY ANSWERED:

1. Are the specific rules (governing qualifications, selection of grantee, stipend/allowances of grantee, etc.) for a particular scholarship within the delegated authority of the President?

2. Is the establishment of a specific scholarship or fellowship within the delegated authority of the President?

a/ The substantive "department chairmen" is out of place in (14) above. The appointment of regular department chairman is within the authority of the Chancellor to appoint pursuant to section 9, Art. I of the Board's resolution establishing the U.P. System adopted at its 828th meeting held on 21 Dec. 1972. See p. 136 supra.

REORGANIZATION OF THE CENTRAL ADMINISTRATION

(789th Meeting, Nov. 25, 1968)

The Board approved the reorganization of the central administration of the University, the first of a series of reorganization proposals to be submitted by the President pursuant to the authority granted him by the Board "to make a thorough study of the operations, organization and structure of the University to enable him to determine the improvements that could be introduced" as recorded in the minutes of the 779th meeting held on January 31, 1969. The organization will be based on the following statements of functions.

Appendix "D" will soon become obsolete as soon as the reorganization of the U.P. System as recommended by MRC is approved. Est. to be Sept. 1972

Functional Statements Supporting the Organization Structure of the University of the Philippines

I. Office of the President

A. Budget Review and Program Evaluation Board

This body is concerned with the continuing evaluation of the University's program of activity and available finances as a basis for allocating resources to University programs and organizational units. It shall review the University's budgetary proposal transmitted to Malacañang for inclusion in the President's budget, and determine the budgetary ceilings to be allocated to the University's organizational units, which will be used in the preparation of the University's internal budget. The Board shall be composed of five members with the Vice-President for Development and Public Affairs as chairman, the Vice-President for Administration as co-chairman, and three other members appointed by the President. The Budget Officer shall serve as ex-officio secretary of the Board.

B. Academic Personnel Board

This body shall formulate policies, rules, and standards with respect to the selection, compensation, and promotion of the academic staffs. It shall assist the President in the review of recommendations on academic promotions and on other matters affecting faculty status and welfare.

The Board shall be composed of the Vice-President for Academic Affairs as chairman and four other members appointed by the President from the senior faculty. The Chief, Office of Academic Services, shall serve as ex-officio secretary of the Board.

C. Secretary of the University

The Secretary of the University shall be appointed by the Board upon recommendation of the President. He shall take charge of central records and communications in the University and provide secretarial services to the Board of Regents. He shall have direct supervision and control of the following offices:

Information Office
Office of General Services
Message Center

1. The Information Office shall take care of the reception and briefing of guests and visiting groups. It shall be responsible for the proper dissemination of information regarding plans, programs, accomplishments, and events in the University.

2. The Office of General Services shall take charge of secretarial services, central records, the Operations Center, and the operation of the telephone system.

3. The Message Center shall provide the mail and messenger services including the receipt, release and delivery of communications and notices of appointments and shall promote the speedy flow and processing of communications between the Office of the President and the various constituents of the University.

D. Budget Officer

This Officer shall be directly under the President and shall take charge of the preparation of the University budgetary proposal to be transmitted to Malacañang for inclusion in the President's budget and for the preparation as well as execution of the University's internal budget. He shall serve as ex-officio secretary of the Budget Review and Program Evaluation Board.

E. Assistant for Legal Affairs

This Officer shall be directly under the President and shall take charge of the preparation of contracts and other legal documents executed by the University, handle all legal cases involving the University, and provide legal advice and services to the President and the various units of the University. He shall avail of the technical assistance and support of the Law Center, College of Law.

F. Special Assistants

The special assistants of the President are designated from time to time from the academic or administrative staffs to advise the President or handle for him special areas or problems of university-wide concern.

II. Vice-President for Academic Affairs

The Vice-President for Academic Affairs shall be appointed by the Board of Regents on recommendation of the President. He shall be directly responsible to the President for carrying out the educational policies and programs of the University, and in supervising curricular, instructional, research and other academic activities of the University. As a Dean of Faculties, he shall be ex-officio chairman of the Curriculum Committee of the University Council, and shall preside at meetings of the University Council in the absence of the President.

The Vice-President for Academic Affairs shall have general supervision over all University departments or programs, and shall exercise direct supervision and control over the following offices:

Office of Admissions
Office of Student Affairs
Office of Institutional Studies
Office of Academic Services
University Computer Center

1. The Office of Admissions shall be responsible for the admission and registration of students, and the maintenance and custody of student records. It shall take charge of preparations for the commencement exercises.

2. The Office of Student Affairs shall be responsible for the administration of student personnel services, including counseling, testing, orientation, as well as student organization, activities and conduct, student scholarships, and student welfare.

3. The Office of Institutional Studies shall be concerned with the study and evaluation of academic programs, as well as problems, patterns, and trends of personnel and institutional development.

4. The Office of Academic Services shall be responsible for the processing and recording of appointments, leaves, special details, additional assignments, retirements, and other services to the faculty and other academic personnel including fellows, teaching assistants and student assistants. It shall also provide secretariat service for the Natural Science Research Council and the Social Science Reseach Council.

5. The University Computer Center shall be responsible for the conduct of training programs on computer operations, and shall provide computer services to the academic, administrative and professional community.

III. Vice-President for Administration

The Vice-President for Administration shall be appointed by the Board on the recommendation of the President. He shall be directly responsible to the President for administrative operations.

The Vice-President for Administration shall have direct supervision and control over the following offices and divisions:

Office of Administrative Personnel Services
(formerly Personnel Services Office)
Physical Plant Office
Security Division
Property Division
Cash Division
Internal Audit Division
Accounting Division

1. The Office of Administrative Personnel Services shall be responsible for the recruitment, appointment, placement, and other aspects of personnel management as regards administrative (formerly called non-academic) personnel of the University. It shall attend to the welfare of such personnel, provide them with the necessary services, and maintain their records.

2. The Physical Plant Office shall be responsible for the design, supervision and coordination of construction projects in the University. It shall also take charge of the maintenance, and repairs of buildings, equipment and motor vehicles, and of the landscaping and maintenance of the grounds.

3. The Security Division shall be responsible for providing maximum security to life and property in the University and in the maintenance of peace and order within the Diliman campus.

4. The Property Division shall be responsible for the procurement, storekeeping, issuance of supplies and materials and the maintenance of property records of the University.

5. The Cash Division shall be responsible for the collection of incomes of the University and the disbursement of funds to meet its financial obligations.

6. The Internal Audit Division shall be responsible for seeing to it that approved policies, plans and procedures are complied with. It shall examine and ascertain the legality and reliability of financial transactions, and shall review the effectiveness by which the University's assets are properly utilized, accounted for, and safeguard.

7. The Accounting Division shall be responsible for the certification of the availability of funds and the recording, reporting and analysis of financial transactions. It shall have functional supervision of the decentralized accounting operations of outlying units of the University.

IV. Vice-President for Development and Public Affairs

The Vice-President for Development and Public Affairs shall be appointed by the Board on recommendation of the President. He shall be directly responsible to the President for the planning and funding of development projects and expansion of the University and for promoting closer relations with the Government, the alumni, the foundations, the private sector, and the general public.

The Vice-President for Development and Public Affairs shall have direct supervision and control of the following offices:

Development Planning Office
Public Affairs Office
Grants and Endowments Office

1. The Development Planning Office shall be responsible for the preparation of development plans of the University, and shall coordinate the updating and revision of the five-year plans of various units and the development plans of the various campuses of the University.

2. The Public Affairs Office shall be responsible for promoting contacts and liaison with Malacañang, Congress and other offices of the Government, the private groups, external institutions, and the general public for the purpose of informing them of plans, progress and activities in the University, and soliciting their support for more adequate funding of University activities and developmental projects.

3. The Grants and Endowments Office shall be responsible for maintaining and promoting contacts with the foundations and other sources of grants and endowments. It shall solicit and administer grants and endowments to the University, and coordinate the grants and endowments given to the colleges or units.

V. Vice-President of U.P. in Los Baños (formerly Vice-President for Agricultural and Forestry Affairs)

The Vice-President of U.P. in Los Baños shall be appointed by the Board on recommendation of the President. He shall be directly responsible to the President for the supervision of U.P. colleges and affiliated units in Los Baños.

VI. Business Executive*

The Business Executive shall be appointed by the Board on recommendation of the President. He shall be directly responsible to the President for the management of all internal revenue-generating projects of the University.

The Business Executive shall have direct supervision and control of the following enterprises:
Land Grants
Auxiliary Enterprises
Food Services

1. Land Grants of the University shall be administered by their respective managers who shall be responsible to the Business Executive.

2. The Office of Auxiliary Enterprises shall be responsible for the management of all other business enterprises of the University excluding the land grants, the food services, and the golf course.

3. The Food Services shall administer all food establishments in Diliman campus including the cafeterias, the dining halls, the drive-ins, the canteens, snack stands, and bake shop.

4. The Manager of the U.P. Golf Course shall be directly responsible to the Business Executive for the efficient and profitable management of the U.P. Golf Course.

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*Abolished per 817th B/R, 24 February 1972. Units under it were distributed as follows:

1. Office of the President
   a. Basilan Land Grant
   b. Quezon Land Grant

2. Office of the Vice-President for Administration
   a. Staff Housing and Concessions Office
   b. PETRON (formerly ESSO) Servicenter

3. University Press
   a. Book Center

The Golf Course was officially closed on 31 October 1971 while the administration of the Piggery Project was transferred to the College of Veterinary Medicine on 1 December 1971.

As an initial step toward the implementation of the reorganization, the following key appointments were approved:

Dr. Dioscoro L. Umali as Vice-President of the U.P. in Los Baños
Dr. Abelardo G. Samonte as Vice-President for Academic Affairs
Dr. Alejandro M. Fernandez as Vice-President for Administration
Prof. Carlos P. Ramos as Vice-President for Development and Public Affairs
Prof. Raul R. Ingles as Acting Secretary of the University

The Board authorized the President to issue the implementing details of the reorganization and to take such other action as may be necessary within a period of three months to carry out the proposed reoganization.

The Board approved the adjustment of the salary of the President of the University from ₱36,000 to ₱48,000 per annum, taking into account whatever professorial services would be rendered by the President as University Professor for the duration of his term. The Board also approved a salary of ₱24,000 per annum for each of the Vice-Presidents, their tenure to cover a period of three years and with the provision that they will revert to their respective positions and items as professors if and when they shall have ceased to be vice-presidents.
(789th B/R Meeting, 25 November 1968)

To be stapled at back of page 147

NOTE Regarding Ex. Order No. 19, 5 Dec. 1969

For a complete discussion of the amendments to Executive Order No. 19, dated 5 December 1969 insofar as the delegated powers of the Vice-President for Academic Affairs are concerned, please refer to pp. 24 through 37 of the "Compilation of Powers and Functions of the Vice-President for Academic Affairs."

For a complete discussion of the amendments to Executive Order No. 19, dated 5 December 1969 insofar as the delegated powers of the Vice-President for Administration are concerned, please refer to pp. 23 through 31 of the "Compilation of the Powers and Functions of the Vice-President for Administration."

Attached is a xerox copy of the updated version, prepared by the Office of Institutional Studies on 6 October 1981, of Executive Order No. 19, dated 5 December 1969.

Appendix "B"

EXECUTIVE ORDER NO. 19
DELEGATION OF AUTHORITY TO ACT FOR AND SIGN IN BEHALF OF THE PRESIDENT

TO: ALL CONCERNED

For expeditious and sound administration, the following functions and authorities of the President are hereby delegated as follows:

1. The Vice-President for Academic Affairs is hereby authorized to approve, and sign in behalf of the President, the following:

A. Personnel Matters

(1) Appointments, transfers, additional assignments, reclassification, permanency, retirement and separation of academic non-teaching personnel whose salary is below ₱7,200 per annum. (As amended by Executive Order No. 4, February 21, 1973)

(2) Renewals of appointment not exceeding one year for academic personnel.

(3) Appointments of academic personnel that involve only a transfer of item without an increase in salary, rank, or title.

(4) Appointment of student, graduate and teaching assistants.

(5) Appointment of graduate, research and teaching fellows.

(6) Approval of local special detail or study leave with pay not exceeding three months for academic personnel.

(7) Automatic salary adjustments of academic personnel.

(8) Approval of over-teaching load and summer load.

(9) Approval of teaching after office hours on part-time basis for both academic and administrative personnel.

(10) Approval of sick leave, vacation leave, maternity leave, leave of absence without pay, terminal leave, and the required clearances of academic personnel.

No longer VPAA functions. These are now the CHANCELLOR's functions

B. Research Matters

(1) Approval of research grants from University funds.

(2) Endorsement of research proposals to NSDB And other agencies or institutions.

C. Other Matters

(1) Suspension of classes for University convocations.

(2) Approval of non-credit courses and short-term training programs of the units.

(3) Approval of requests to credit one and one-half units for every one unit of graduate course taught for purposes of computing honorarium pay.

2. The Vice-President for Administration shall approve, and sign in behalf of the President, the following:

A. Personnel Matters

(1) Appointments, transfers, additional assignments, reclassification, permanency, retirement, and separation of administrative personnel whose salary is below ₱7,200 per annum. (As amended by Executive Order No. 4, February 21, 1973).

(2) Renewals of appointment of administrative personnel not exceeding one year.

(3) Appointments of administrative personnel that involve only a transfer of item without an increase in salary, rank, or title.

(4) Approval of special detail or study leave with pay not exceeding three months for administrative personnel.

(5) Automatic salary adjustments of administrative personnel.

(6) Approval of sick leave, vacation leave, maternity leave, leave of absence without pay, terminal leave and the required clearances of administrative personnel.

B. Financial and Property Matters

(1) Approval of requisitions, purchase orders, vouchers, deeds, contracts and other instruments necessary for the purchase of supplies, materials, equipment and services, including the repairs, remodeling or modification of buildings and other minor construction works, worth not more than P10,000 without prejudice to the authority granted by the Board to heads of academic units and out-lying units of the University in its 763rd meeting on October 19, 1967. The approval shall be subject to the conditions and terms fixed by the Board in such meeting and in accordance with Article 48 of the Revised University Code as amended.

(2) Signing of warrants and checks and approval of payments of all University obligations subject to the terms and conditions fixed in the University budget, existing regulations, and general laws.

3. The Vice-President of U.P. in Los Baños shall exercise the same functions delegated to the Vice-President for Academic Affairs and the Vice-President for Administration insofar as they pertain to U.P. in Los Baños, provided that he shall submit to the Office of the President a monthly summary report of his actions, including copies of his actions on appointments, leaves and special details.

4. In addition to powers already delegated, deans, directors and heads of offices are hereby authorized to approve for and in behalf of the President the following:

(1) Employment of emergency personnel for not more than one month. Reemployment will go through normal processes as for other personnel.

(2) Leaves, special detail, and similar assignments for not more than 15 days.

(3) Appointment of officers-in-charge of departments or divisions of the unit for not more than fifteen days and of an officer-in-charge of the unit itself for not more than seven days.

The dean, director or head of office shall furnish the Office of the President copies of his actions on appointments, leaves, special details, speaking engagements and designations.

Actions on matters covered by this delegation of authorities shall be made strictly on the basis of general laws and existing University policies, rules and regulations. In exceptional, doubtful and controversial cases, the matter should first be cleared with the Office of the President before final action.

All executive orders, administrative orders, memoranda or provisions therein inconsistent with this Order are hereby deemed repealed or modified.

This order shall take effect immediately.

(SGD.) SALVADOR P. LOPEZ
President

December 5, 1969

Appendix "P"

EXECUTIVE ORDER NO. 11: A UNIVERSITY CLEARING HOUSE FOR THESES, DISSERTATIONS, AND GRADUATE SPECIAL AND MAJOR TERM PAPERS IN THE MAIN LIBRARY

In order to promote and coordinate research and to prevent cases of plagiarism as well as failure to acknowledge sources of ideas, findings, etc., in the University, it is hereby directed that:

1. All academic units provide the Main Library and the College concerned with a copy of the proposed outline for the thesis or dissertation immediately after approval so that adequate bibliographical service can be rendered to researchers and graduate students. This would also prevent duplication of research except under exceptional conditions where such duplication is considered valid and justifiable.

2. Copies of the titles of special papers and major term papers containing the name of the student, college, etc. should be submitted to the Main Library and College library concerned through a form to be developed by the Main Library, which faculty members may distribute to their students. This would facilitate indexing and, eventually, the development of a computerized system of storing and retrieving data.

3. In this connection there is already a continuing union list of all theses approved in all Philippine universities. It is proposed that each academic unit offering graduate courses be provided with at least one copy of this union list.

4. Heads of units direct that there be inter-unit and intra-unit communication on research topics not only to prevent unnecessary duplication, but more importantly, to coordinate research efforts within the University.

These are preliminary measures toward the establishment of a national clearing-house for research undertaken by local or foreign scholars either through the NSDB or the University of the Philippines System, or both in collaboration. For this, a data bank would be essential. Similar agencies are already operating in Thailand and Indonesia. Researchers are required to inform such agencies of the purpose and nature of their studies and, in the case of foreign researchers, to leave copies of their raw data and submit a copy of the final report before leaving the country. Such a system would result in more integrated and coordinated research on the Philippines and would make related literature more readily accessible to scholars.
March 29, 1974

(Sgd.) SALVADOR P. LOPEZ
President

PAYMENT OF OVERLOAD-TEACHING HONORARIA

The Board clearly served notice that requests from any unit for the payment of overload-teaching honoraria in excess

of the allowable six (6) units, shall be disapproved save in extremely exceptional cases where the prior approval of the President shall have been secured first before the assignment of any overload beyond six units. } a/

CORRESPONDENCE BETWEEN PROFESSORIAL CHAIR TITLES AND BASIC FACULTY RANK

The Board approved the recommendation that professorial chair titles should correspond with the basic faculty rank, as in the following example:

Basic academic rank of appointee	Professorial Chair Title
Associate Professor	Dean Conrado Benitez Associate Professor of Business Administration

a/ The current rule governing payment of overload teaching honoraria is as provided for in Section 3 of the "Rules on Teaching Load, Community Service, and Outside Activities for University Personnel" approved at the 639th B/R meeting held on 29 NOV. 1973, as amended at the 661st B/R on 29 May 1975.

Please refer to the separate version (mimeographed) of the aforesaid rules, prepared by the Office of Institutional Studies, which is entitled "OIS (2-15-82)" at the bottom right corner.

Appendix "G"

Executive Order No. 6 (as amended by Executive Order No. 9, dated August 31, 1970): Constitution of Academic Personnel Committees

In order to foster greater involvement of the faculty and other academic personnel in appointments, promotions, and other personnel matters that directly affect them, academic personnel committees at the departmental and college levels are hereby established in the various units of the University. These committees shall constitute an integral part of the academic personnel system of the University which also includes the Academic Personnel Board created by the Board of Regents at its 789th meeting on November 25, 1969.

A. Composition

1. The Departmental Academic Personnel Committee shall be composed of the department head as chairman, and two or four faculty representatives as members, who shall be elected at large by the regular full-time faculty of the department; Provided, However, That the following guidelines shall be observed:

a. All full-time faculty members of the department shall be ranked from the most junior faculty member (e.g. professor IV to I, associate professor IV to I, assistant professor IV to I, and instructor IV to I). In case there are two or more faculty members in the same rank and step, priority of ranking shall be based on the dates of their appointment to the step; for faculty members appointed to the same step at the same time, priority shall be based on the dates of their appointment to the rank. For those who were appointed at the same time to the same rank and step, the one with the longer length of service as faculty member in the University shall be ranked higher in the list. For purposes of this Order, the upper half of the ranking list shall be considered the senior level and the lower half, the junior level. Copies of the list shall be furnished the Vice-President for Academic Affairs and the Dean, and shall be made available to individual faculty members of the department.

b. A Department with at least nine but not more than fourteen full-time faculty members shall have two faculty representatives in the Departmental Academic Personnel Committee, one from the senior level and one from the junior level.

c. A Department with at least fifteen full-time faculty members shall have four faculty representatives in the Departmental Academic Personnel Committee, two from the senior level and two from the junior level.

d. A Department of less than nine full-time faculty members shall be merged by the Dean with one or more Departments within the College for purposes of this Order; Provided, That the chairman of the Department with the bigger or biggest number of faculty members shall serve as chairman of the Committee; and Provided, Further, That each merged Department shall have at least one representative, elected by the faculty of that Department, in the Committee.

e. A Department with at least six part-time faculty members and lecturers, or a combination of both, shall have a representative of part-time faculty members and/or lecturers in the Departmental Academic Personnel Committee. The representatives shall be elected at large by the part-time faculty members and/or lecturers of the Department, and shall attend Committee deliberations only when part-time faculty members and/or lecturers are involved; Provided, That the same rule shall apply in the case of academic non-teaching personnel in the Department.

f. The University Elementary School shall also have an Academic Personnel Committee with the Principal as Chairman and four teachers as members to be elected at large by the teaching staff.

2. The College Academic Personnel Committee shall be composed of the Dean as Chairman, and the Chairman of the various Departmental Academic Personnel Committees of the College, as members; Provided, That the Academic Personnel Committee of a college or unit without departments or an academic non-degree granting unit shall be formed in a manner similar to a Departmental Academic Personnel Committee as outlined herein; and Provided, Further, That the President of the Student Body Organization of the College shall sit with the Committee in the setting up of guidelines on faculty recruitment. In the case of an academic non-degree granting unit, the ranking list for purposes of this Order shall be based on rank or position classification as well as on seniority. In this case, seniority shall mean: first, length of service in the rank or position; second, length of service in the unit; and last, length of service in the University.

B. Powers and Functions

1. The Departmental Academic Personnel Committee shall assist in the review of the recommendations initiated by the Department chairman with regard to recruitment, selection, performance evaluation, tenure, staff development and promotion of the academic personnel of the department in accordance with the general guidelines formulated by the University Academic Personnel Board and the implementing details laid down by the College Academic Personnel Committee. Disagreement between the Department chairman and the members of the Departmental Academic Personnel Committee on specific recommendations shall be placed on record and shall be

forwarded to the College Academic Personnel Committee for action. Personnel actions regarding the Departmental Committee members shall be made by the Department chairman, while personnel actions concerning the Department chairman shall be made by the Dean.

2. The College Academic Personnel Committee shall perform the following:

a. To assist the Dean in setting up the details for the implementation of policies, rules, standards or general guidelines as formulated by the University Academic Personnel Board;

b. To review the recommendations submitted by the Departmental Academic Personnel Committee with regard to recruitment, selection, performance evaluation, tenure, staff development, and promotion of the academic personnel of the college;

c. To establish departmental priorities in the allocation of available funds for promotion;

d. To act on cases of disagreements between the Chairman and the members of the Departmental Academic Personnel Committee, particularly on personnel matters covered by this Order;

e. To act on complaints against personnel actions by the Department Chairman and/or the Departmental Academic Personnel Committee.

C. Tenure

Members of the Departmental Academic Personnel Committees shall have a tenure of two years; Provided, However, That for the first set of elective representatives, one half of the membership shall have a term of two years and the other half a term of one year as determined by the departmental faculty; Provided, Further, That the representatives of the part-time faculty members and lecturers or the academic non-teaching personnel shall have a tenure of one year.

D. Relationship with the University Academic Personnel Board

The University Academic Personnel Board shall assist the President in the review of the recommendations of the College Academic Personnel Committees. It shall also act on cases of disagreement between the Dean and the College Academic Personnel Committee. The University Academic Personnel Board shall formulate policies, rules, and standards with respect to the selection, compensation, and promotion of the academic staffs. It shall assist the President in the review of recommendation on academic promotions and on matters affecting faculty status and welfare.

All Deans, Directors, and Heads of Academic Units of the University are therefore enjoined to constitute in the manner herein described their respective Academic Personnel Committees as soon as possible but not later than September 15, 1970.

For purposes of coordination and integration, the list of members as well as the recommendations of the Academic Personnel Committee, both college and departmental, shall be submitted to the Office of the Vice-President for Academic Affairs.

August 5, 1970

(Sgd.) SALVADOR P. LOPEZ
President

APPENDIX "H"

EXECUTIVE ORDER NO. 207 REVISED RULES AND PROCEDURE ON APPOINTMENTS IN THE UNIVERSITY

TO: ALL CONCERNED

For sound and expeditous administration, all appointments in the University shall be initiated, processed and approved under the following conditions:

1. All deans, directors and heads of offices shall furnish the Central Administration with accurate and complete data of persons recommended for appointment as indicated in the prescribed form.

2. All offices in the Central Administration shall act promptly on appointment papers and, in cases of delay, inform the recommending unit of the cause or causes thereof.

3. All recommendations for original appointments and those for submission to Malacañang as required by Administration Order 171 shall be submitted at least 30 days in advance of the date when the service of the recommendee is needed. Administrative Order No. 92 prohibiting units from allowing recommendees to assume office before the approval of their appointments is hereby reiterated.

4. All temporary appointments shall not extend beyond June 30.

5. All recommendations for renewal of appointments shall be submitted on or before May 15.

6. The approval and signing of appointments shall be in accordance with the powers delegated to the Vice-Presidents, deans, directors and heads of offices under Executive Order No. 19.

7. The attached Revised Procedure on Appointments in the University of the Philippines is hereby issued and promulgated for the information and guidance of all concerned.

All directives inconsistent with this Order are hereby repealed.

This Order shall take effect immediately.

(Sgd.) SALVADOR P. LOPEZ
President

December 5, 1969

I have a strong hunch that several portions in of the procedures prescribed, E.O. # 20, 5 Dec. 1969 have become obsolete/inappropriate with the establishment of the U.P System; very soon many more will become obsolete upon the operationalization of U.P. Diliman as an autonomous university.

Perhaps, the new HUMAN RESOURCES DEVELOPMENT OFFICE should take a more active role in the formulation of a revised set of appt. procedures.

AR Ruelan 30 Aug. 78

REVISED PROCEDURE ON APPOINTMENTS IN THE UNIVERSITY OF THE PHILIPPINES

I. Appointment of Academic Personnel

A. Types of Academic Appointments

1. Personnel transactions involving the faculty and other members of the academic staff include original appointment, renewal, reappointment, promotion, salary adjustment, reclassification, change to permanent status, additional assignment, transfer and change in designation. An "academic appointment" under this Revised Procedure on Appointments shall refer to any of the above personnel transactions.

B. Procedure

Step 1 - Recommendation. The originating or recommending department, office or unit prepares Appt. Form 1 in duplicate. The original together with the supporting papers is submitted to the next higher authority while the duplicate is retained by the unit.

Step 2 - Review. The Dean, Director or next higher authority reviews and endorses the appointment proposal to the Budget Officer for budget clearance. Appointment of emergency personnel not exceeding one month can be approved by the Dean, Director, or Head of Office on behalf of the President in accordance with Executive Order No. 19 provided that such an appointment shall become effective not earlier than the certification of availability of budget item by the Budget Office; provided further, that the Budget Office shall act on such appointment within three working days upon receipt of such appointment, and provided finally, that higher authorities may disapprove the same if it does not conform with general laws, the civil service law and rules, and existing University policies and rules. In such appointments, U.P. Form 123-A shall be used and prepared in seven copies by the Office of the dean, director or head of office.

Step 3 - Budgetary Clearance. The Budget Officer checks the budgetary item. After the budget clearance, the papers are forwarded to the Office of Academic Services (OAS).

Step 4 - Processing. The OAS reviews the recommendations for completeness of data and requirements. If the papers are in order, it shall prepare in seven copies the appointment (U.P. Form 123-A) for approval by the Vice-President for Academic Affairs.

Step 5 - Action by the Vice-President. The Vice-President for Academic Affairs approves or endorses the appointment proposal. OAS indicates "approval" on the basic paper for those approved by the Vice-President.

Step 6 - Action by the President. The President signs U.P. Form 123 for those he approves and indicates his action on the basic paper for those to be submitted to the Board of Regents.

Step 7 - Action by the Board. In cases requiring Board action, the Office of General Services (OGS) prepares after the approval or confirmation of the Board seven (7) copies of appointment (OSU Form 3) for signature of the University Secretary.

Step 8 - Release of the Appointment. The appointment shall then be released and distributed immediately by the Message Center (MC).

C. Forms and Requirements

1. Appointment Forms

a. Appt. Form 1 (formerly OSU 10) serves as the basic paper.

b. U.P. Form 123 (Rev. Dec. 1969) serves as the appointment of those approved by the President.

c. U.P. Form 123-A serves as the appointment of those approved by the Vice-President for Academic Affairs.

d. OSU Form 3 (Rev. Dec. 1969) serves as the appointment of those acted upon by the Board of Regents.

2. Supporting Papers for Original Appointment and Reappointment

a. UP Form 442 (Dec. 1, 1962), Information Sheet, to be accomplished by the applicant in two copies. The original is attached to the basic paper while the duplicate is retained by the unit.

b. Photostatic copy of Transcript of Record to be attached to UP Form 442. In the case of U.P. graduates, a true copy of the grades may take the place of the transcript. The weighed grade average and the number of failing grades shall be indicated on the basic paper in case of applicants who are undergraduate degree holders. In case the applicant holds a graduate degree, an attestation by the head of the recommending unit to such qualification may take the place of the transcript.

c. UPI 7-C, Medical Certificate, in two (2) copies issued by the U.P. Health Service or the PGH or in the case of the U.P. branches by any government physician. The original is attached to the basic paper, while the duplicate is retained by the unit. This requirement does not apply to lecturers.

d. Latest passport size photograph in two (2) copies. One copy is attached to the basic paper, while the other copy is retained by the unit. This requirement does not apply to lecturers.

e. Certificate of Report for Duty
When releasing the appointment, MC attaches 4 copies of this form to the original for the accomplishment of the originating unit. The latter accomplishes and returns the duly accomplished certificate in three (3) copies to the MC. Upon receipt, MC distributes this certificate as follows:

Original - to be attached to 3rd copy of OSU 11 (Accounting)

2nd copy - to be attached to 2nd copy (University file)

3rd copy - to be attached to 6th copy (Auditing)

f. BIR W-4 Form

This is also required in cases of original appointment and reappointment only. MC attaches to the original of the Appointment, for accomplishment by the appointee. The Unit returns two (2) copies of this to the MC together with the Certificate of the Report for Duty. Upon receipt, MC attaches the original to the 3rd copy and the duplicate to the 2nd copy of the appointment.

3. Distribution of Appointment

The appointment papers shall be distributed as follows:

Original - Appointee
2nd copy - OAS to University File (OGS)
3rd copy - Accounting
4th copy - Originating Unit
5th copy - Budget to GSIS thru OAS
6th copy - Auditing
7th copy - Dean, Director or Head of Office

II. Appointment of Fellows (Graduate, Teaching, and Research) and Teaching and Office Assistants, and other Academic Personnel Assignments

A Procedure

The same procedure as in the case of academic appointments shall be followed except that appointments for student assistants shall first be submitted to the Dean of Student Affairs and then to the Dean of Graduate School in case of graduate students before they are transmitted to the Budget Officer. The Vice-President for Academic Affairs approves the appointment of graduate, teaching, and research fellows and of teaching and office assistants.

B. Forms and Requirements

1. Basic Paper (Appt. Form 3)

This paper serves as the basic paper. It is prepared by the originating unit in two (2) copies. The original is submitted to the Dean or Head of Office, while the duplicate is retained by the unit.

2. Supporting Paper

The only supporting paper is UP Form 442, Information Sheet, which is required in case of

original appointment and reappointment only. It shall be accomplished by the applicant in two (2) copies. The original is attached to the basic paper, while the duplicate is retained by the unit.

3. Appointment Forms

The appointment forms used for academic appointments shall also be used and prepared in seven (7) copies by the OAS. It shall be distributed by the MC in the same manner as academic appointments.

III. Appointment of Administrative Personnel

A. Procedure

The procedure in the appointment of administrative personnel shall be the same as in the case of academic appointments with the following exceptions:

1. The Office of Administrative Personnel Services (OAPS) serves as the counterpart of OAS in the processing of appointment of Administrative personnel.

2. The appointment papers shall be submitted to the Vice-President for Administration for approval or endorsement to the President.

3. After approval, the papers are submitted to the representative of the Civil Service Commission for action. From the Civil Service Unit, those above ₱4500 except renewals are submitted to the Board for action.

B. Forms and Requirements

1. Basic Paper

Appt. Form 2 is the basic paper. It is prepared in two (2) copies by the originating or recommending unit. The original is submitted to the next higher authority, while the duplicate is retained by the unit.

2. The Appointment Form

C.S. Form 33 serves as the appointment. It is prepared in eight (8) copies by the OAPS and after approval distributed as follows:

Original - Appointee
2nd copy - OAPS to University File (OGS)
3rd copy - Accounting
4th copy - Civil Service Unit
5th copy - Budget to GSIS thru OAPS
6th copy - Auditing
7th copy - Originating Unit
8th copy - CSC (Manila) thru the CS Unit

3. Supporting Papers for Original Appointment and Reappointment

a. Information sheet required for purposes of Administrative Order No. 171 for those covered by said Order. This is prepared by the recommendee and submitted in seven (7) copies.

b. C.S. Form 212 (1965), (Personal Data Sheet), to be prepared by the applicant in three (3) copies. The original and duplicate are attached to the basic paper, and the triplicate is retained by the unit.

c. U.P. Form 124-C (Nepotism) to be prepared by the recommending unit in three (3) copies. The original and duplicate are attached to the basic paper, and the triplicate is retained by the unit.

d. C.S. Form 211 (Medical Certificate) to be accomplished in three (3) copies by the University Health Service or in the case of U.P. branches by any government physician using the form prescribed for U.P. The original and duplicate are attached to the basic paper, while the triplicate is retained by the unit.

e. C.S. Form 122-D (Position Description Form). This shall be accomplished by the immediate supervisor in three (3) copies. The original and duplicate are attached to the basic paper, while the triplicate is retained by the unit. In case of a request for reclassification, this form should be accomplished also by the incumbent of the position.

f. Latest passport size photograph in three (3) copies. Two copies are attached to the basic paper while one is retained by the unit.

4. Supporting Papers for Renewal of Appointment

In the renewal of appointment, no supporting paper need be attached to Appt. Form 2 (Dec. 1969) except in the following cases:

a. Where the employee concerned has additional information about himself, such as change of address, change of civil status, additional educational attainment (including seminars or special training undertaken or new civil service eligibility), and/or experience, two (2) copies of C.S. Form 212 (1965) should be attached to the basic paper unless the employee concerned had already reported to the OAPS such new information about himself.

b. Where the renewal involves a reclassification of position, two (2) copies of Position Description Form (C.S. Form 122-D) should be attached to the basic paper.

5. Appointments subject to Administrative Order No. 171

a. Original or promotional appointment, reappointment or reinstatement involving a salary of P4,404.00 per annum or more.

b. Transfer from one unit to another in the University, or from one item to another in the budget involving a salary of P4,404.00 per annum or more.

6. Supporting Papers for Promotion

a. Where a proposed appointment involves a promotion (i.e., a movement from one position to another of higher responsibilities) two copies of C.S. Form 212 (1965) and C.S. Form 122-D (to be accomplished by the immediate supervisor) should be attached to the basic paper. And where the proposed promotion is covered by Administrative Order No. 171, seven (7) copies of the Information Sheet required should be submitted likewise.

b. The supporting papers for promotional appointments specified herein are in addition to what other papers are required as specified in the Merit Promotion Plan for Administrative Personnel.

C. Filling of Positions

1. By Promotion

Where a vacancy is to be filled in by promotion of an employee within the unit where the vacancy occurs or any other current employee of the University, the steps and rules specified in the Merit Promotion Plan for Administrative Personnel should be observed.

2. By Original Appointment

Where a vacancy is to be filled by promotion of a transfer of personnel, the Dean, Director or Head of Unit concerned should submit to the OAPS a request for personnel in one copy (U.P. Form 443) specifying therein the duties of the position and any special qualifications desired. This form will serve as a guide for recruitment of a suitable applicant.

IV. U.P. Units in Los Baños

The foregoing procedure shall apply to all units including those in Los Baños; Provided, that, in cases where the Vice-President of U.P. in Los Baños approves and signs for the President, the functions and responsibilities of Diliman Offices shall be assumed by their representatives or counterparts; Provided further, that the Secretary of the University, the Office of Academic Services (for academic personnel) and the Office of Administrative Personnel Services (for administrative personnel) shall be furnished copies of the appointments together with the supporting papers.

V. Liability of Appointing Authority

Any person responsible for an appointment in violation of general laws, the civil service law and rules, and existing University policies and rules shall be personally liable to reimburse to the University all salaries paid to the appointee, to be deducted from his salary and any amounts due in his favor from the government.

Appendix "I"

November 26, 1973

MEMORANDUM FOR :

The Chairman and Members
Board of Regents
University of the Philippines

Subject: Faculty Titles

An examination of the list of the faculty of instruction in the University's General Catalogue for 1972-1973 reveals the lack of uniformity in the use of faculty titles. There are many variations in the faculty titles, among which are the following:

1. A large majority of the 2,042 full-time faculty members in the list carry the title of their respective departments (or division, as in the case of the regional units). In general, the name of the department (or division, in some cases) reflects the primary discipline of the faculty member concerned.

2. In some departments with compound names, certain faculty members carry only the title of one of the disciplines making up the compound name, while others carry the full title of all the disciplines of the department. For example:

a. Faculty titles in the Department of Pilipino and Philippine Literature

Instructor in Pilipino and Philippine Literature
Instructor in Pilipino
Assistant Professor of Philippine Literature

b. Faculty titles in the Department of English and Comparative Literature

Associate Professor of English and Comparative Literature
Professor of English

c. Faculty titles in the Department of Geology and Geography

Professor of Geology and Geography
Professor of Geology
Professor of Geography
Professor of Paleontology

d. Department of Speech and Drama

Associate Professor of Speech and Drama
Assistant Professor of Speech
Assistant Professor of Drama

3. For obvious reasons, another exception to faculty members' carrying the title of their department is in the case of the Department of European Languages where the faculty titles are based on the particular European Language being taught, i.e., Spanish, French, German, Latin, etc.

4. Some faculty titles carry the name of the college or school where the faculty members belong, e.g.:

Associate Professor of Dentistry
Professor of Economics
Professor of Education
Professor of Law
Professor of Library Science
Professor of Planning
Professor of Public Administration
Professor of Statistics

5. There are a number of faculty members carrying the title of more than one discipline, e.g.:

a. Two or more disciplines reflecting the name of department (same as No. 2 above);

Associate Professor of Geology and Geography
Assistant Professor of Obstetrics and Gynecology
Instructor in Pilipino and Philippine Literature
Assistant Professor of English and Comparative Literature
Assistant Professor of Epidemiology and Biostatistics
Assistant Professor of Food Science and Nutrition
Assistant Professor of Business Economics and Statistics
Associate Professor of Family Life and Child Development

b. Two or more closely allied disciplines:

Professor of Health Education and Education
Assistant Professor of Veterinary Microbiology, Pathology and Public Health
Professor of Education and Reading
Professor of Journalism and Communication
Professor of Education and Special Education
Associate Professor of Education and Second Language Teaching
Instructor in Physics and Mathematics
Professorial Lecturer in Business Administration and Production and Operations Management
Visiting Professor of Agronomy and Soils

Instructor in Biochemistry and Dental Chemistry
Professor Emeritus of Entomology and Zoology
Professor Emeritus of Epidemiology and Public Health Administration
Professor of Business Administration and Marketing
Instructor in Music Education and Wind Percussion
Instructor in Zoology and Natural Science
Assistant Professor of Sociology and Criminology
Associate Professor of Dendrology and Wood Technology
Assistant Professor of Architecture and Housing
Associate Professor of Agricultural Economics and Agricultural Marketing

c. Two or more different disciplines:

Professor of English and Comparative Literature and of Philippine Literature and Institutions
Professor of Philosophy and Political Science
Professor of Education and Psychology
Assistant Professor of Physiological Hygiene and Nutrition
Professor of Architecture and Civil Engineering
Instructor in Humanities and English
Instructor in History and Political Science
Professor Emeritus of Mechanics and Mathematics
Professor of Statistics and Demography
Professorial Lecturer in Accounting and Law
Professor Emeritus of Linguistics and Oriental Studies
Professor Emeritus of Veterinary Physiology and Pharmacology
Lecturer in History and Geography

6. Some faculty titles carry the detailed breakdown of a specific subject:

Instructor in Pediatric Nursing
Instructor in Community Dentistry
Professorial Lecturer in Tax Accounting
Lecturer in Western Thought and Philosophy
Professorial Lecturer in Managerial Accounting
Assistant Professor of Japanese Language and Literature
Professorial Lecturer in Marketing and International Business
Lecturer in Chinese Music

Instructor in Art Education
Instructor in Watershed Management
Instructor in Southeast Asia
Assistant Professor of Forest Soils
Lecturer in Kulintang
Lecturer in Kalinga Music
Lecturer in Quantitative Methods
Lecturer in Applied Linguistics
Professor Emeritus of History of Medicine

7. Some faculty members are listed with their academic ranks only, without mention of their disciplines or departments.

Recommendations for Standardizing the Use of Faculty Titles

To standardize the practice on the use of faculty titles, it is recommended that any faculty member on his appointment, whether part-time or full-time, permanent or temporary, shall carry only the title of his primary discipline, not of his department necessarily. In cases where the faculty member concerned has competence in more than one discipline, primary discipline shall be taken to mean as that discipline to which he devotes more than 50% of his academic work. His appointment shall carry only the title of such primary discipline. An authority to teach his secondary discipline(s) shall be issued, if necessary.

The use of faculty titles based on the primary discipline of the faculty member concerned is the prevailing practice in many universities abroad, as may be noted in the catalogues of these universities. In the catalogue of the University of Delaware for 1972-1974, the faculty listing in each of the basic disciplines does not even mention the title but only the academic rank, although there are a few cases of dual titles in two separate units of the university, e.g. under discipline of "Black Studies" in the College of Arts and Sciences, a faculty member is listed as "Associate Professor; also Associate Professor of Economics, College of Business Economics"; or a Professor in the area of Biological Sciences, College of Arts and Sciences, is also listed as Professor, College of Marine Studies.

This recommendation is intended to have a retroactive effect. Thus, if a faculty member presently carries the title of Instructor in Pilipino and Philippine Literature, for example, and his primary discipline is Philippine Literature, then his title will be changed to Instructor in Philippine Literature. The Office of Academic Services will be given the responsibility of effecting these changes.

However, these recommendations shall not apply to faculty titles of Emeritus Professors and holders of Professorial Chairs.

(Sgd.) Salvador P. Lopez
President

Approved at the 839th B/R,
November 29, 1973

Appendix "J"

CREATION OF TITLES AS WRITER-IN-RESIDENCE, ARTIST-IN-RESIDENCE, MUSICIAN-IN-RESIDENCE, ETC.

The Board approved the creation of such titles as Writer-in-Residence, Artist-in-Residence, Musician-in-Residence (as the case may be) for highly qualified and deserving faculty members in the creative arts (literature, fine arts, music), who shall not be regularly performing administrative functions in order to qualify for the title, effective upon approval. This title shall be held by the faculty member concerned for a period of three (3) years, renewable for like periods if proof of production is demonstrated, and will entitle the holder to the following privileges for the period such title is held:

a. A teaching load of not less than three (3) but not more than six (6) units per semester or trimester;

b. An honorarium of P3,000.00 per annum, in addition to the full salary; and

c. Temporary enjoyment of cumulative vacation and sick leaves.

The Board noted that a number of the faculty members in the creative arts are urgently in need of time to work on their projects. While some have been given reduced teaching load of three (3) units, such a reduction has not really given them ample time to be productive during their most active years.

It is therefore high time the University extended this recognition to deserving faculty members who are also creative artists and writers in their own right in order to fully exploit their potentials.

It is understood that more than one deserving person in each category may be appointed at the same time such that for example there may simultaneously be a poet-in-residence, a novelist-in-residence, a historian-in-residence, a painter-in-residence, a sculptor-in-residence, etc.

The foregoing was amended at the 887th B/R meeting 26 May 1977 (pp. 24 & 26) & further amended at 927th B/R meeting 29 May 1980 (pp. 4 & 6).

Appendix "K"

PROCEDURES PRESCRIBED BY BOARD OF REGENTS AFFECTING PROMOTIONS AND FILLING OF VACANT ITEMS

Consonant with certain observations made at the 817th meeting of the Board of Regents on 24 February 1972, your attention is hereby invited to the following for your information and guidance:

1. Justification for promotions of more than one step

It is a standing requirement of the Board, previously communicated by this Office to all concerned, that every recommendation for promotion of two or more steps should be justified in writing by the recommending official for inclusion in the agenda of the Board.

The Board made it clear that recommendations for such promotions should be returned to the recommending official and must not be placed on the agenda if unaccompanied by a written justification therefor.

2. Recommendation for appointment to accompany request for authority to fill vacant item

Since appointments are effective upon approval and in order to avoid delays in their processing, it was suggested at the Board meeting that requests for authority to fill vacant items must be accompanied, whenever this is feasible, by recommendations for persons to be appointed to the vacant positions; so that papers shall not be shuttling between the recommending unit and Quezon Hall.

February 25, 1972

(Sgd.) OSCAR M. ALFONSO
Secretary of the University

Appendix "L"

OFFICE OF THE PRESIDENT

July 27, 1970

MEMORANDUM FOR: The Honorable
Chairman and Members
Board of Regents

FROM: The President
University of the Philippines

SUBJECT: Criteria and Procedures for Faculty Promotions

Faculty promotions constitute one of the important areas of university administration. To develop a competent faculty with high morale, the University must maintain a sound, equitable system of evaluating and promoting various members of the faculty.

Promotion Criteria

Article 174 of the U.P. Revised Code provides:

> "In determining promotions in the faculty, consideration shall be given to the following factors: the teaching ability of the candidate, his research competence and productivity, scholarly performance, dedication to service, positive evidence of educational interest and marked academic growth, moral integrity, and good personal conduct . . . No person may be appointed or promoted to full professorship unless his record shows outstanding achievement in scholarship or science."

Efforts to apply these factors or criteria for faculty promotion, as enumerated in the Code, have varied in the different colleges and departments. To cite a few examples: The College of Agriculture adopted some years ago the following set of criteria: (1) academic preparation; (2) teaching and research activities and output; (3) extra curricular activities for the past two years; and (4) service record. About the same time, the College of Public Administration instituted a points system based onthree broad standards: (1) competence and performance in research; (2) participation in the unit planning and administration activities; and (3) assessment of the value of a faculty member's service to the community, government and University. In the Institute of Hygiene, the following factors have been applied: (1) comparative performance of faculty members in research, teaching, administrative and investigation work; (2) competence and native intelligence with emphasis on the ability of the faculty members to stimulate and interest students; (3) dependability and reliability of faculty members; and (4) general efficiency report.

It is clear from these examples that there have been attempts to apply in more specific terms the general factors provided in the University Code. However, such attempts at setting up promotion criteria and providing the procedures for their application have neither been standardized nor sustained.

It may be helpful, in this connection, to review past efforts at a University-wide adoption of standard criteria and procedures for faculty promotion. In 1958, a committee chaired by Dr. Antonio Isidro observed that the "rules and regulations . . . [were] not only sketchy and unstandardized but also very highly subjective." The Committee proposed the following criteria: (1) productive scholarship, (2) teaching competence, and (3) general service to the University and the community. Point weights of 5, 4, and 1, were respectively given to these three factors.

In 1962, an ad hoc committee headed by Dr. Abelardo G. Samonte proposed a set of criteria with a points system that gave due recognition to the fact that the activities of different faculty members may concentrate on a single academic activity or in varying combination of such activities as teaching, research, extension, and administration. The Committee recommended that four criteria based on these activities, namely (1) teaching ability, (2) research competence, (3) extension or service to the community; and (4) administration, be given a total of 70 points. The relative weight of each criterion was to be determined by the extent to which a particular faculty member was engaged in the corresponding activity. The Committee suggested three other criteria, as follows: (5) professional growth - 15 points; (6) value of service to the University proper - 10 points; and (7) professional and personal integrity - 5 points. This provided a total of 100 points for the seven criteria. To further determine priorities in promotion, additional 2.5 points were to be added for every year since the candidate's last promotion; this equity factor, however, should not exceed 10 points.

Last year, another committee headed by Dr. Jose Encarnacion was created to re-examine the problem of faculty promotions. This committee proposed seven factors for promotion: research or creative work, contribution to teaching, professional growth and recognition, general usefulness to the department, general usefulness to the University, community-service and extension work, and personal qualities. However, this committee, unlike the previous study committees, did not favor the assignment of percentage weights to these criteria.

We are currently reassessing these different proposals, preparatory to the setting up of a university-wide system of faculty promotion. It appears that such a system must be flexible enough, so that variances in the principal activities of the different faculty members may be taken into account. In the mean time, it may suffice to present some specific indicators of the general criteria for faculty promotion, as follows:

1. Teaching Ability

   a. Mastery of subject
   b. Thoroughness of preparation - syllabi, teacher's notes, quality of lectures, etc.
   c. Effectiveness of instruction - imparting of knowledge, inspiring or challenging the students into further thinking or research.
   d. Interest in students beyond classroom meetings; guidance in student research.

2. Research Competence and Productivity

   a. Originality and soundness of theoretical conception or adaptation.
   b. Pioneering nature of the study in the discipline (at least in the Philippines).
   c. Thoroughness of research, clarity, and forcefulness of presentation.
   d. Achieved recognition in the Philippines and/or abroad as shown by scholarly reviews or comments.
   e. Value in research, classroom use, or in the enlightenment of the public.
   f. Productivity in terms of quantity.

3. Extension or Community Service

   a. Zeal and interest shown in community or extension service.
   b. Demand for services as shown by specific requests.
   c. Originality and initiative in extension work.
   d. Quality of personal relations with clientele.
   e. Importance of community or extension service rendered.

4. Value of Service to the University Proper

   a. Participation in department, college, and University committee work.
   b. Participation in other informal group work benefiting the University.
   c. Dedication to the service.

5. Professional Growth

   a. Scholarly or educational interest as shown by readings, discussion or exchange of comments with colleagues, addition training.
   b. Participation in seminars, workshops, conferences, etc.

c. Additional formal training.
d. Professional recognition in various forms like awards, citations, and the like.

6. Professional and Personal Integrity

7. Administration

a. Efficiency in the performance of regular administrative duties - planning, supervision and control, judgment.
b. Interpersonal relationships with other members of the faculty.
c. Comprehension of, and leadership in departmental unit programs of research, staff development, service to the community, and other academic matters.
d. Innovative ability.

Promotion Procedure

The determination of the proper criteria for faculty promotion is not enough. The procedure for implementing an evaluation program based on these criteria is as important.

At present, decision-making regarding faculty promotions starts with the initial recommendation from the department chairman. In some departments, this is made after consultations with some members of the departmental faculty or with a personnel committee formed by the department. In other instances, the consultation is less regular, with the department chairman primarily deciding.

On the college level, the dean or director usually calls a committee composed of department chairmen or senior faculty members who deliberate on the recommendations from the departments. There may be cases, however, where the dean or director concerned deliberates alone on the matter.

Until recently recommendations from the colleges were processed and examined, for the President, by the Vice-President for Academic Affairs. Under the new reorganization at the beginning of the year this function has been assumed by the University Academic Personnel Board. This Board is composed of the Vice-President for Academic Affairs, as chairman, and four other members, the majority of whom are senior faculty members not currently holding principal administrative positions. In effect, the screening at the University level is now performed by a collegiate body of senior faculty members. This concept of collegial decision-making which widens faculty participation, will soon be introduced at the college and departmental levels. The plan includes the following features:

1. A Department Academic Personnel Committee composed of the department chairman as presiding officer, and two or four faculty representatives to be elected at large by the department faculty. This Personnel Committee shall recommend faculty promotions to the dean. If the department chairman disagrees with the decision of the Committee, such disagreement shall be stated in the record.

2. A College Academic Personnel Committee composed of the dean or director as chairman, together with the chairmen of the various department personnel committees in the college. This College Committee acts on faculty promotions recommended by the departments. In case

of disagreement between the dean and the College Committee, the same shall be duly recorded."

The recommendations of the College Committee are then forwarded to the University Academic Personnel Board which makes the last screening before the recommended promotions are brought to the President and the Board for approval.

It is hoped that the new plan will provide a more equitable and democratic system for faculty evaluation and promotion, with maximum faculty participation at the department, college, and university levels.

(Sgd.) Salvador P. Lopez a/
President

(Approved, 797th B/R Meeting, July 30, 1970)

Appendix "M"

ESTABLISHMENT OF SPECIAL FACULTY DEVELOPMENT FUND

The Board approved the establishment of a Special Faculty Development Fund out of proceeds of collections from fellowship/scholarship contracts, to be utilized exclusively to extend financial assistance to deserving faculty members and other personnel of the University pursuant to its staff development program.

This will augment limited resources for this essential program of the University, in view of the increasing difficulty in recent years of obtaining assistance from external sources for faculty and staff development. (83/th B/R Meeting, Sept. 27, 1973).

a/ QUESTION:

Were the foregoing promotion criteria contained in the 27 July 1970 memo of the President really approved or formally adopted by the Board of Regents? Page 35 of the minutes of the 797th B/R meeting held on 30 July 1970 shows that the President's memorandum was noted by the Board. There is no specific statement that it was approved.

The Board adopted the rule that notation by the Board "means implied approval and that there is no objection" only at the 815th B/R meeting on 16 Dec. 1971 (Cf. p. 69 ff. min.).

To be pasted at the back of page 175

New rule on automatic promotion approved at the 990th B/R meeting, Aug. 28, 1986

Page 2 of AGENDA B (Addenda 1) of the minutes of the 990th B/R meeting may be quoted in part as follows:

"I. The President recommends approval ... (cont'd)

"C-1. In this connection, for purposes of automatic promotion of faculty who earn a Ph.D., the following rule shall be applied:

"AUTOMATIC PROMOTION. - A FACULTY MEMBER WHO OBTAINS FROM A REPUTABLE INSTITUTION A PH.D. OR ITS EQUIVALENT IN A FIELD PERTAINING TO THE UNIT TO WHICH THE FACULTY MEMBER BELONGS, SHALL BE GIVEN AUTOMATIC PROMOTION, IN ACCORDANCE WITH RULES AND REGULATIONS PROMULGATED BY THE BOARD OF REGENTS; PROVIDED, THAT SUCH PROMOTION SHALL TAKE EFFECT UPON COMPLETION OF THE PH.D. OR ITS EQUIVALENT; PROVIDED, MOREOVER, THAT THE RANK ATTAINED THROUGH MERIT INCREASE/ PROMOTIONS EARNED BY A FACULTY MEMBER PURSUING A PH.D. PROGRAM WHILE SIMULTANEOUSLY TEACHING OR PERFORMING OTHER FUNCTIONS IN THE UNIVERSITY SHALL BE TAKEN AS BASIS FOR THE AUTOMATIC PROMOTION.

Note: Portions of existing Board resolutions and administrative issuances by the President or any other University official that are inconsistent with the foregoing proposed rule shall be deemed amended or repealed accordingly as the case may be upon approval of the proposed rule.

"Board action: Approval"

6-25-89 Lumday

Appendix "N" 6-25-89

AMENDED RULE ON AUTOMATIC PROMOTION

At its 815th meeting on December 16, 1971, the Board approved the memorandum dated 15 December 1971, from the President for the adoption of an amended rule on "automatic promotion" such that a faculty member with the rank of Instructor or Assistant Professor who obtains a Ph.D degree from a reputable university shall be promoted in accordance with a given schedule:

Rank at the Start of Ph.D. Work	- to -	Rank Upon Getting Ph.D
Instructor I		Assistant Professor I
Instructor II		Assistant Professor II
Instructor III & above		Assistant Professor III
Assistant Professor I		Assistant Professor IV
Assistant Professor II		Assistant Professor V
Assistant Professor III		Associate Professor I
Assistant Professor IV & V		Associate Professor II
Assistant Professor VI		Associate Professor III

Faculty members already having the Rank of Associate Professor or Professor when they started working for their Ph.D degree shall be given rank promotion or salary step increases on their respective merits.

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See back of p. 175 for the new rule on automatic promotion approved at the 990th BR meeting, Aug. 28, 1986

At its 825th meeting on October 26, 1972, the Board further amended the above rule on automatic promotions for faculty members who obtain doctoral degrees, such that instead of the effectivity of such promotion being on the date the faculty member reports for duty with the Ph.D degree, the promotion will be made effective on the date of report for duty after completion of all requirements without having been formally conferred the degree.

As amended, the rule reads as follows:

Automatic promotions will be made effective on the date of report for duty, provided that there is a certification from appropriate officials of the University concerned that all the requirements for the doctoral degree have been met.

It was noted that there are quite a number of instances where faculty members report for duty after completion of all requirements for a Ph.D without having been formally conferred the degree, which is awarded after some months.

GRANT OF ACADEMIC RANK TO FACULTY MEMBERS OF UNIVERSITY ELEMENTARY SCHOOL

The Board approved the grant of academic rank to faculty members of the University Elementary School, as in the case of faculty members of the University High School.

The Board noted that according to records, many of the Elementary School faculty have been teaching undergraduate and graduate courses continuously. While a few have not yet engaged in college teaching, it is planned to let them handle college courses during the coming semesters. Further, the Board noted that faculty members of the Elementary School are as academically prepared as those in other units. As of now, 35.4 per cent of the teaching staff have already earned their Master's degree and some are presently working on their post-graduate program.

To be pasted at the back of page 176

NOTE:

The rules on teaching load, community service, and outside activities for university personnel originally approved by the Board at its 839th meeting on 29 NOV. 1973 were subsequently amended at three B/R meetings:

8432, 28 Mar. 1974
851st, 29 Aug. 1974
861st, 29 May 1975
887th, 26 May 1977

Appendix "O"

RULES ON TEACHING LOAD, COMMUNITY SERVICE, AND OUTSIDE ACTIVITIES FOR UNIVERSITY PERSONNEL
(Approved at the 839th Meeting of the Board of Regents, Nov. 29, 1973)

See NOTE at back of page 176

PART I. TEACHING LOAD

SECTION 1. Required Teaching Load. - A normal teaching load of 12 units per semester or its equivalent in colleges or units observing the trimester or other systems shall be required of each faculty member; Provided, however, that no member of the faculty shall teach less than six (6) units per semester; Provided further, that the President or Chancellor may reduce the teaching load to not less than three (3) units per semester, of any faculty member who is actively engaged in research, community service, and/or other authorized activities; and Provided, finally, that no faculty member shall be allowed a total teaching load of more than 18 units per semester including authorized teaching outside the University of the Philippines System.

SEC. 2. Computation of Teaching Load. -

a. Undergraduate Courses. - In the computation of teaching load, at least 16 hours, evenly distributed throughout the term, devoted to lecture, discussion, or recitation, or to any combination of these, or at least 32 hours supervision or laboratory work, field work, or related student activity, shall be credited as one (1) unit of teaching load; Provided, that in exceptional cases, the President or Chancellor, in his discretion, may consider at least 24 hours of laboratory or similar work as the equivalent of one (1) unit of teaching load.

b. Graduate Courses. - Graduate courses shall be given one and one-half times as much credit as that of undergraduate courses.

c. High School Courses. - High School courses shall be given nine-tenths as much credit as that of undergraduate courses.

SEC. 3. Overload Teaching. - Teaching in excess of the normal load of 12 units shall be entitled to an honorarium subject to existing rules and policies; Provided, that at least the minimum teaching load required under Section 1 shall have first been complied with. Honoraria for research, creative work, or community service shall be given in accordance with pertinent rules, regulations and policy.

SEC. 4. Credit for Non-Teaching Activities. - The normal teaching load requirement may be partially satisfied by research, authorized graduate studies, creative writing or other productive scholarship, community service, or by administrative work; provided, that priority shall be given to teaching; Provided further, that the total maximum credit for the aforementioned non-teaching activities shall not exceed six (6) units, unless otherwise authorized by the President or Chancellor.

SEC. 5. Assignment of Credit. - The Dean may assign credit for non-teaching activities under the following conditions:

a. The maximum credit for research work, creative writing, any other form of productive scholarship, or community service shall be six (6) units;

b. The maximum credit for authorized graduate studies shall not be more than six (6) units; Provided, that this shall not be used as a basis for claiming honorarium for overload teaching; Provided further, that the faculty member's teaching load shall

be reduced by the same number of units, but not more than six (6), that he is enrolled for study; and Provided finally, that a faculty member working on his master's thesis or doctoral dissertation shall be granted study leave with pay of normally one-half calendar year for a master's thesis and one calendar year for a doctoral dissertation, or be on half load (six units) for not more than one and one-half calendar years for a thesis and not more than three calendar years for a dissertation, whichever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service.

SEC. 6. Credit for Administrative Work. - Notwithstanding the provision on total maximum credit for non-teaching activities, the following schedule of credits shall apply to administrative work performed by members of the faculty:

1. Deans and faculty members with university-wide administrative duties ..... 6-9 units

2. Associate Deans, Assistant Deans and Secretaries of colleges and schools, Directors of Sub-units or programs, Chairmen of divisions or departments, school principals, or their equivalents 2-6 units

3. Faculty members with regular administrative duties not included above ..... 1-3 units

SEC. 7. Thesis Advising. - Faculty members who are assigned as advisers of student thesis shall not be entitled to reduction of teaching load due to such thesis advising, but shall be given honoraria in accordance with University rules and regulations.

SEC. 8. Enforcement. - The President, the Chancellors, the Vice-President for Academic Affairs, deans and chairmen of departments or divisions shall enforce the rules governing teaching load. The Dean shall submit to the President or Chancellor for his approval all the names of faculty members for whom non-teaching credit is allowed.

SEC. 9. Non-Applicability of Rules. - Part-time resident staff of clinical departments shall not be covered by the foregoing rules on teaching load.

SEC. 10. Exemptions from Rules on Teaching Load. - Whenever conditions in a certain college, school, department or office are such that any of the foregoing rules on teaching load are inapplicable, the President or Chancellor may make proper exceptions.

PART II. COMMUNITY OR SIMILAR SERVICES

SEC. 11. Scope. - Community and similar services by the various units of the University, in support of its primary functions of teaching and research, shall include the conduct of short-term non-degree courses, refresher or review classes, seminars, conferences, special training or continuing education programs. These activities may be initiated by the unit or undertaken at the request of persons or agencies, whether foreign or domestic, governmental, for conducting research, training, policy or other studies.

Any such activity shall be subject to prior authorization by the University.

SEC. 12. Responsibility of Heads of Units. - Heads of units of the University shall have primary responsibility for the planning and conduct of non-degree courses or special training programs and contract for professional and technical services.

SEC. 13. Budget and Other Requirements. - Proposals for the conduct of community or similar services in response to the request of other agencies, and contracts for professional and technical services shall include, among other requirements, a budget as well as the corresponding honoraria or salary rates and/or allowances, which shall, in no case, indicate names of particular persons.

SEC. 14. Administrative Overhead Expenses. - Provision shall be made in the budget for the payment to the University of administrative overhead expense, in an amount equivalent to 15% of the total cost of the project excluding expenses for board and lodging of the project staff members and participants; provided, however, that all contracts between the University and any government department, office or agency involving community or similar service projects shall be exempted from this requirement if the undertaking concerns a priority program of the government and has the official indorsement of the Office of the President of the Philippines.

SEC. 15. Appointments. - Appointments, as well as the corresponding honoraria, salary rates, or allowances of personnel, shall be in accordance with University policies, rules and procedures.

SEC. 16. Honoraria for University Personnel. - University personnel appointed to a project shall be entitled to honoraria or allowances, Provided their services to the project shall be rendered outside their regular office hours in their respective units or offices, or their equivalent.

The total honoraria or allowances that such personnel may receive from several projects shall not exceed 50% of their basic salaries from the University.

SEC. 17. Honoraria for Lecturers. - Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of units depending on such factors as official status, rank, academic degrees, professional, technical or other qualifications, Provided that the rate shall not exceed P100.00 per lecture hour. Certification by the heads of units of service rendered by such persons shall serve as basis for the payment of honoraria.

SEC. 18. Applicability of University Salary Scale. - Employees or personnel in the project shall be subject to the University salary scale and classification plan, Provided that the hiring rate for contractual employees shall not exceed the third step of the particular range. However, in cases where University employees are detailed to the project, they shall continue to enjoy leave privileges as well as compulsory GSIS membership and may receive compensation from the project fund up to 50% more than their current salaries.

SEC. 19. Administration of Funds. - The sponsoring agency shall turn over the funds for the project to the University. The administration and disbursements of funds shall be in accordance with University policies and procedures as well as the usual accounting and auditing rules and regulations.

SEC. 20. Periodic Reports. - It shall be incumbent upon the heads of units to make periodic reports to the President or the Chancellor with regard to community or similar services undertaken while the project is in progress, and a terminal report upon completion of the project.

SEC. 21. Exceptions. - The President may authorize exceptions to the above-mentioned rules.

PART III. OUTSIDE ACTIVITIES a/

SEC. 22. Coverage. - Outside activities of University personnel include limited practice of profession, outside consultancy, special detail to government and other agencies, teaching in other educational or training institutions, and other activities or projects which are not considered integral functions of the University of the Philippines System.

Outside activities shall not be considered as part of the regular workload of the personnel concerned.

SEC. 23. Authorization Required. - To engage in outside activities prior authorization shall be secured from the President or Chancellor upon endorsement by the dean, director, or head of office concerned.

SEC. 24. Duration. - Except as otherwise provided in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the President or Chancellor upon the recommendation of the dean, director or head of office concerned; provided, however, that such persmission may be terminated or withdrawn at any time by the President or Chancellor.

SEC. 25. Special Detail. - Upon the request of another agency or entity, government or private, and when the needs of the University so permit, University personnel may be authorized to go on special detail with the requesting agency, subject to the following conditions:

a. No special detail shall be authorized for a period of more than one year, provided that any special detail for more than thirty (30) days shall be submitted to the President of the Philippines for approval as required by law;

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a/ Part III. OUTSIDE ACTIVITIES have been replaced by a new set of rules adopted at the 987th B/R meeting on April 24, 1986

b. Renewals of a special detail for an aggregate period of more than one year shall be granted only in exceptional cases as determined by the President or the Chancellor; provided that in no case shall a special detail, including renewals thereof, be for more than two consecutive years unless specifically authorized by the Board of Regents;

c. Any University personnel who has been on special detail shall not be granted persmission to another special detail unless he has served the University on a full-time basis for at least the same period as his last special detail, and unless specifically authorized by the Board of Regents.

SEC. 26. Outside Teaching. - Teaching outside the University shall be governed by the rules on faculty exchange which require an institution-to-institution agreement, as well as the rules on teaching load.

SEC. 27. Reports. - Any one who is authorized under these rules to be involved in outside activities shall make periodic reports on such activities to the President or the Chancellor.

SEC. 28. Use of University Facilities. - Equipment and other facilities of the University shall not be used in carrying out outside activities except with written authorization from the dean or director or head of office concerned, issued pursuant to university rules governing the use of physical resources, including the imposition of reasonable fees or charges for such use.

SEC. 29. Sanctions. - University personnel who violate any provision of the above rules, as well as duly approved supplemental regulations, shall be subject to disciplinary action by the University authorities.

Appendix "p"

MEMORANDUM FOR THE PRESIDENT

From : AUGUSTO TENMATAY
2 August 1966

Subject : Recommendation for a New Arrangement for the Part-Time Appointment of Non-academic personnel as Non-regular Members of the Faculty (Approved at the 749th B/R, Aug. 18, 1966)

I. Background:

There are several members of the non-academic staff, such as technologists, specialists, research associates, librarians, and guidance counsellors, who are highly qualified to teach subjects in their fields of specialization, and who sometimes are the only ones available as instructors for highly specialized or technical subjects.

Many of these are actively teaching every semester. The existing arrangements for their employment as instructors are (a) appointment as lecturers, or (b) investment of faculty rank, e.g., Information Specialist with the rank of assistant professor.

Problems and difficulties arise from these arrangements. With the first, teaching can be done only after office hours. In some cases, funds are not available for the compensation of lecturers. In others, staff members do not wish to work after office hours. The scheduling and assignment of classes in special subjects often become difficult because of these conditions affecting the employment of staff members as lecturers for highly specialized subjects. Many unit heads also believe that for effective supervision and the promotion of morale and the general good of the service, the teaching assignments should be considered as a part of the regular duties of the staff members concerned. A case in point would be that of the senior professional librarians who can and should teach in the Institute of Library Science.

With the second arrangement, the combination of appointments gives rise to confusion in the definition of status and duties, conflict in administration and supervision, and difficulty and arbitrariness in decisions affecting compensation, tenure, permanency, promotions, leave and other benefits. It is also felt that the scheme invites abuse and misuse since the faculty rank may be used as a lure to recruit and retain a highly skilled staffmen, in spite of the absence of the need for his services as a faculty member, with the hope or intent of developing programs with special subjects he can teach. It is further feared that the situation is conducive to the neglect of the non-academic function when teaching duties are regularly assigned without definite specifications as to the work-load distribution, particularly when teaching is done in a unit or units other than that where the non-academic work is performed. It is easy to conceive of the extreme case where a research associate in College X with the rank of instructor may be permitted to teach regularly in Colleges X, Y and Z because of the absence of limitations on his teaching function. The picture gets worse if we consider the case where the research associate is employed in a special project or in a research or extension center or institute which does not have a degree program.

II. Recommendation:

To minimize such problems, difficulties and dangers, it is recommended that dual appointments be given to the members of the non-academic staff who are assigned regular teaching duties, with the unit where the non-academic work is performed and the discipline or field as well as

the unit where teaching is done, specified in the appointments, e.g., Information Specialist (College of Agriculture) and Assistant Professor in Agricultural Economics (College of Agriculture).

For these dual appointments, the following conditions and provisions shall hold:

1. The non-academic appointment defines the basic position and shall be used as the basis for decisions on salary rates, permanency, tenure, promotions, leave and other benefits, etc.

2. He shall belong to the unit where he performs his non-academic work and shall be directly supervised by the head of that unit.

3. He shall be classified as a non-regular member of the faculty.

4. The teaching assignment shall be made by the Dean of the College where he holds his faculty position, subject however to the approval of the head of his unit as to the availability of his services.

5. The teaching load during office hours shall not exceed (a) six units or six hours of class-contact time for undergraduate courses, whichever is the lesser; or (b) three units of graduate courses.

6. He may be permitted to teach after office hours under existing regulations for full-time members of the faculty.

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The technique of issuing DUAL APPOINTMENT as described above (i.e., combining two designations in one & the same appointment) should not be needlessly resorted to.

The most common practice is such that non-faculty members who are assigned & teach are issued an appointment as Lecturer, or Asst. Lecturer, or Prof. Lecturer, as the case may be, or an additional appointment.

Appendix "Q"

REVISION OF RATES OF COMPENSATION/HONORARIA FOR NON-REGULAR MEMBERS OF THE FACULTY, ET AL.*
(845th B/R, April 25, 1974)

The Board approved the revision of rates of compensation/honoraria for (a) non-regular members of the faculty; (b) overload-teaching; and (c) faculty assigned to teach at the University of the Philippines at Clark Air Base, effective the first semester, 1974-1975.

This amends pertinent Board resolutions (759th, 821st, and 812th meeting). 8 Aug 15 Sept 1972.

In keeping with the decision of the Board of Regents on the recent upgrading of the general salary scales of regular University personnel, the rates of compensation or honoraria for non-regular members of the faculty (lecturers, etc.), for overload teaching, and for faculty members assigned to teach at U.P. at Clark Air Base were revised similarly in accordance with the following proposals, effective at the start of the academic year 1974-1975. This also includes the creation of additional categories of non-regular faculty positions, the qualification standards and the rules governing the appointment of non-regular faculty members. In effect, the pertinent resolutions adopted by the Board in its 759th meeting on 15 June 1967 (with respect to rates for lecturers), 821st meeting on 29 June 1972 (with respect to honoraria for overload teaching), and 812th Meeting on 26 August 1971 (with respect to honoraria for U.P. at Clark Air Base) are amended, superseding the recommendations made in a memorandum to the President dated 15 January 1974 which were withdrawn from the agenda of the Finance Committee meeting of 25 January 1974. (Portions in brackets to be deleted; italicized portions to be added.)

I. RATES OF COMPENSATION, QUALIFICATION STANDARDS AND RULES GOVERNING THE APPOINTMENT OF NON-REGULAR MEMBERS OF THE FACULTY

Regular Rates

a. Lecturer - [P10.00/P13.00 per hour of actual service and [P40.00/ P50.00 for each final examination;
P12.50/ P15.00 per hour of actual service and P50.00 for each final examination.

[The minimum rate of P7.50 per hour and P30.00 for each final examination may still be allowed for lecturers in the U.P. in Iloilo.] (The positions of assistant lecturers and associate lecturers in all units of the University are hereby abolished.)

*The rates herein prescribed were subsequently adjusted in a New Salary Scale (see Appendix "MM") approved by the B/R at its 851st meeting on August 29, 1974 pursuant to Budget Circular No. 240 on 10% salary increases earlier ordered by Pres. Marcos effective July 1, 1974.

For additional rules on payment of overload-teaching honoraria, see also pp. 152-153, supra.

b. Senior Lecturer - P10.00 per hour of actual service and P60.00 for each final examination;
P20.00 per hour of actual service and P60.00 for each final examination;

/b/ c. Professorial Lecturer -

/P15.00/ P25.00 per hour of actual service and
/P60.00/ P70.00 for each final examination;
P30.00 per hour of actual service and P70.00 for each final examination;
P35.00 per hour of actual service and P70.00 for each final examination.

(Note: In all cases, two laboratory hours shall be considered as the equivalent of one lecture hour in applying the above rates of compensation).

Special Rates

/c/d. Special Lecturers - (P30.00-P100.00) P20.00-P15.00 (in multiples of P5.00) per hour of actual service /and P60.00 for each final examination (if any)/, depending on the qualifications of the person being recommended for appointment as special lecturer, the nature of the special course or training program, and the budget available, as may be recommended by the dean or director concerned. This rate for special lecturers shall also apply to speakers in the /Senior/ Executive Development Programs of the Philippine Executive Academy and in the training or non-degree programs of seminars of the Agrarian Reform Institute, the Agricultural Credit and Cooperatives Institute and other units. The rates for Special Lecturers shall be adjusted in accordance with the schedule of adjustment.

e. Transient or "Single-Shot" Lecturers - P50.00 - P100.00 (in multiples of P25.00 per hour of actual service depending on the expertise, scholastic competence and/or prestige of the person to be appointed as transient lecturer or "single-shot" speaker, and subject to availability of funds in the unit concerned.

Qualification Standards and Additional Rules

1. The qualification requirements for Lecturer shall be the same as those prescribed for Instructor; for Senior Lecturer, the same as those prescribed for Assistant Professor; and for Professorial Lecturer, the same as those prescribed for at least Associate Professor, in the regular class of faculty.

2. The positions of and rates of compensation for Lecturers, Senior Lecturers and Professorial Lecturers shall apply to those assigned to teach regular academic courses only.

3. The position of and rates of compensation for Special Lecturers, shall apply to those assigned to lecture or speak on special topics in non-degree training or continuing education programs or courses other than regular academic course.

4. The position of and rates of honoraria for transient or "Single-Shot" Lecturers or speakers shall apply to those who may be invited by the unit concerned to speak on special topics either in regular academic courses or non-degree training or continuing education programs, without the lecturers or speakers being appointed by the University on a regular basis.

5. Special lecturers and transient lecturers shall not be authorized to give grades in any academic course.

6. All appointments to the positions of Senior Lecturers or Professorial Lecturers shall be submitted to the Board of Regents for approval. (As amended, 846th Board of Regents, May 30, 1974)*

7. Deans and Directors shall be authorized to issue appointments to Transient or "Single-Shot" Lecturers at the corresponding rates of compensation, provided that the total period of the appointment shall not exceed seven (7) days, inclusive. Copies of all appointments made under this rule shall be furnished the President.

8. In all appointments to the positions of Lecturers, Senior Lecturers or Professorial Lecturers, nominees who are connected with the other branches of the Government shall present written permits from the head of the office concerned.

9. Repeated reappointments to any non-regular faculty position, no matter how many times made, shall not create any presumption of a right to another reappointment or to indefinite tenure or to automatic appointment as a regular member of the faculty.

10. These rates and rules for non-regular members of the faculty shall apply to all units of the University of the Philippines System, except the U.P. Law Center in the case of lecturers appointed by the Director in accordance with the authority delegated to him by the Board of Regents at its 843rd meeting on 20 March 1974.

II. HONORARIUM RATES FOR OVERTEACHING LOAD

		Day Program		Night Program	
Instructor	unit[1]	/P130./	P160.00	/P160.00/	195.00/unit 1
Assistant Professor		/P140./	P170.00	/P170.00/	210.00
Associate Professor		/P155/	P185.00	/P185.00/	230.00
Professor		/P155./P	205.00	/P205.00/	260.00

[1] of teaching load.

Note: Pre-collegiate (high school and elementary) courses shall be given nine-tenths as much credit as that of undergraduate collegiate courses.

The above rates shall be applied in all units of the University of the Philippines System except in the U.P. at Clark Air Base where a separate upgraded schedule has been approved (see item III below). The implementing rules governing overload-teaching honoraria, approved by the Board of Regents at its 121st meeting on 19 June 1972, shall be applied.

*Appointment of lecturers or special lecturers has been

III. HONORARIUM RATES FOR FACULTY MEMBERS ASSIGNED TO TEACH IN THE U.P. AT CLARK AIR BASE a/

(Effective the first trimester, academic year 1974-1975)

Rank	Rate per Unit[1]	
Instructor	~~P225.00~~ 250.00	P260.00
Assistant Professor	~~250.00~~ 280.00	285.00
Associate Professor	~~280.00~~ 315.00	315.00
Professor	~~315.00~~	350.00

[1] of teaching load.

PROPOSED SCHEDULE OF ADJUSTMENTS FOR SPECIAL LECTURERS

Current Rate Per Hour	Proposed Rate Per Hour	Difference
P 30.00	P 40.00	P 10.00
35.00	45.00	10.00
40.00	55.00	15.00
45.00	60.00	15.00
50.00	70.00	20.00
55.00	75.00	20.00
60.00	85.00	25.00
65.00	90.00	25.00
70.00	100.00	30.00
75.00	105.00	30.00
80.00	115.00	35.00
85.00	120.00	35.00
90.00	130.00	40.00
95.00	140.00	45.00
100.00	150.00	50.00

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delegated to the President or the Chancellor, per the 828th Board of Regents, December 21, 1972.

a/ The current honorarium rates for overload teaching at the U.P. College Clark Air Base and as presented on page 265, infra (i.e., as approved at 851st B/R meeting, 8-29-74).

A. Arnuco
8 Sept. 1974

Rates for SPECIAL LECTURERS as presented on page 265, infra (i.e., as approved at the 851st B/R meeting of 29 Aug. 1974).

To be pastd at the back of page 107

NOTE in relation to Appendices "R" & "S", i.e., as regards AUTOMATIC Pre-RETIREMENT SALARY INCREASES

As per explanation secured from the Office of the Budget Director, the granting of automatic pre-retirement salary increases to faculty members and other personnel shortly before their retirement is no longer considered valid by the BUDGET MINISTRY.

The action of the Budget Ministry renders inoperative, therefore, existing University regulations (which are presented in Appendices R & S) on the giving of pre-retirement salary increases.

Appendix "RR"

AUTOMATIC SALARY INCREASE FOR FACULTY MEMBERS AND ACADEMIC NON-TEACHING PERSONNEL TO RETIRE AT COMPULSORY RETIREMENT AGE OF 65

See note at back of p. 18

At its 846th meeting held on May 30, 1974, the Board approved the automatic increase in salary for faculty members and academic non-teaching personnel who will retire at the compulsory retirement age of 65, subject to the following conditions.

a. The automatic pre-retirement increase in salary shall be given not earlier than a year nor later than three months prior to the date of retirement, as follows:

(1) One-step increase - for those who shall have rendered at least 15 years but below 20 years of service to the University at the time of retirement.

(2) Two-step increase - for those who shall have rendered at least 20 years' service to the University at the time of retirement, provided they have not attained the rank of at least Professor VII or at least Step 5 of the scale for University Guidance Counsellor or University Librarian.

(3) In exceptionally meritorious cases, the President may give more than the one-step and two-step automatic increases indicated in (1) and (2) above.

b. To be used strictly for retirement purposes to take care of retiring faculty members in Step V or VI of the Assistant Professor or Associate Professor rank, two additional steps in each of these ranks are created as follows (based on the 1973 salary scale):

Assistant Professor VII	₱16,980.00 per annum
Assistant Professor VIII	17,940.00 per annum
Associate Professor VII	22,240.00 per annum
Associate Professor VIII	23,760.00 per annum

c. For the purpose of determining the automatic pre-retirement salary increases proposed in Item (a) above for academic non-teaching personnel, the 1973 salary scale shall be considered as a continuous scale, as follows:

1 -	₱4,140.00	13 -	₱ 8,712.00	25 -	₱17,040.00
2 -	4,392.00	14 -	9,216.00	26 -	18,000.00
3 -	4,656.00	15 -	9,744.00	27 -	19,020.00
4 -	4,932.00	16 -	10,308.00	28 -	20,100.00
5 -	5,220.00	17 -	10,908.00	29 -	21,240.00
6 -	5,532.00	18 -	11,544.00	30 -	22,440.00
7 -	6,102.00	19 -	12,216.00	31 -	23,712.00
8 -	6,552.00	20 -	12,924.00	32 -	25,056.00
9 -	6,936.00	21 -	13,668.00	33 -	26,472.00
10 -	7,344.00	22 -	14,448.00	34 -	27,960.00
11 -	7,776.00	23 -	15,264.00		
12 -	8,232.00	24 -	16,128.00		

d. The automatic pre-retirement increase in salary shall not apply to retiring academic personnel who have attained the level of Professor VIII or the highest step in the salary scale for academic non-teaching personnel (e.g., Step 6 of University Guidance Counselor or University Librarian).

e. The giving of an automatic pre-retirement salary increase shall not preclude giving of merit promotion/increase to academic personnel due for retirement; provided, however, that such merit promotion shall be given not later than one year prior to the effectivity date of the compulsory retirement.

APPENDIX "G"

REVISED RULES ON AUTOMATIC PRE-RETIREMENT INCREASE IN SALARY FOR ADMINISTRATIVE PERSONNEL
(Approved at the 851st Meeting of the Board of Regents, August 29, 1974)

See note at back 9-8-187

The Board approved the revised rules on automatic pre-retirement increase in salary for administrative personnel (those who will retire at compulsory retirement age of 65), subject to the following conditions:

a. The automatic pre-retirement increase in salary shall be given not earlier than one (1) year nor later than three (3) months prior to the date of retirement, as follows:

(1) One-step increase -- for those who shall have rendered at least 15 years but below 20 years of service to the University at the time of retirement.

(2) Two-step increase, or the maximum step of the range, whichever is higher--for those who shall have rendered at least 20 years of service to the University at the time of retirement.

(3) In exceptionally meritorious cases, the President may give more than the increases indicated in (1) and (2) above.

b. For the purpose of determining the automatic pre-retirement salary increases proposed in item a above, the 1973 salary scale shall be considered as continupus, as follows:

1	--	P3744.00	20	--	P11376.00
2	--	3996.00	21	--	12036.00
3	--	4260.00	22	--	12736.00
4	--	4536.00	23	--	13464.00
5	--	4824.00	24	--	14244.00
6	--	5124.00	25	--	15072.00
7	--	5448.00	26	--	15924.00
8	--	5772.00	27	--	16824.00
9	--	6120.00	28	--	17772.00
10	--	6468.00	29	--	18780.00
11	--	6840.00	30	--	19836.00
12	--	7236.00	31	--	20952.00
13	--	7656.00	32	--	22140.00
14	--	8112.00	33	--	23400.00
15	--	8580.00	34	--	24720.00
16	--	9084.00	35	--	26112.00
17	--	9612.00	36	--	27480.00
18	--	10164.00	37	--	28896.00
19	--	10752.00			

c. The giving of an automatic pre-retirement salary increase shall not preclude giving merit promotion/increase to administrative personnel due for retirement; provided, however, that such merit promotion shall be given not later than one year prior to the effective date of the compulsory retirement.

The above rules conform with the automatic pre-retirement increase in salary for the academic personnel of the University.

To be pasted at the back of page 189

NOTE regarding Appendix "T" (RULES GOVERNING LEAVE OF ABSENCE AND SPECIAL DETAIL

For a discussion and some suggestions regarding the rules on leave of absence of personnel, please refer to pp. 23 to 33 and pp. 59 to 64 of "A STUDY OF EXISTING RULES GOVERNING LEAVE OF ABSENCE WITHOUT PAY, OUTSIDE ACTIVITIES AND SPECIAL DETAIL," prepared by the Office of Institutional Studies on 22 March 1982.

For a discussion and some suggestions regarding the rules on special detail of personnel, please refer to pp. 33 to 44 and pp. 64 to 66 of the study mentioned in the preceding paragraph.

Appendix "T"

RULES GOVERNING LEAVE OF ABSENCE AND SPECIAL DETAIL

At its 801st meeting on 29 October 1970, the Board approved the Memorandum dated 24 October 1970 from the President recommending the adoption of the following rules to govern leave of absence and special detail, with subsequent amendment of the pertinent Codal provision:

a. With respect to members of the faculty and non-academic personnel who accept career positions in the national government, a leave of absence or special detail of one year shall be renewed only once;

b. Special service leave not exceeding four years shall be granted to members of the faculty who accept, on a temporary basis, government positions which are primarily confidential, policy-determining, or highly technical, tenure to which is usually terminable at the pleasure of the appointing power; Provided, however, that members of the faculty appointed to government positions in which they maintain direct connection with the University shall be entitled to a leave of absence coterminous with such government position. (Amendment underscored).

c. The above rules would not preclude an arrangement whereby the professors concerned may retain their link with the University, like being appointed as professorial lecturers or serving as consultants to the various units of the University.

The Board likewise noted that limiting the number of renewals of leaves of absence will enable the University to appoint permanent replacements for professors recruited into the government. A distinction is made between career positions in the government and policy-determining positions which are usually coterminous with the term of a President of the Philippines. Leaves for the first category should be shorter than the second, because of professor who accepts a career position may be said to have decided to leave the University permanently. On the other hand, one who accepts a policy-determining position does not enjoy security of tenure; allowing him to return to his academic position would enable him to bring back to the University fresh insights and new knowledge.

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Appendix "U"

STANDARDIZATION OF PRACTICE ON USE OF FACULTY TITLES

(See Appendix "I")

The Board approved the standardization of the practice on the use of faculty titles such that any faculty member, upon his appointment, whether part-time or full-time, permanent or temporary, shall carry only the title of his primary discipline and not necessarily of his department. This, however, shall not apply to faculty titles of emeritus professors and holders of professorial chairs.

In this connection, "primary discipline" shall be taken to mean that discipline to which a faculty member devotes more than fifty per cent of his academic work. Where a faculty member has competence in more than one discipline, his appointment shall carry only the title of his primary discipline, and an authority to teach his secondary discipline shall be issued if necessary.

Present faculty titles which do not conform herewith shall be changed accordingly. (839th B/R, Nov. 29, 1973)

APPENDIX "V"

The current performance rating plan is as prescribed in Civil Service Commission Memo Circular No. 2, 30 MARCH 1978.

AS Amended 10 Sept 1982

REVISED PERFORMANCE RATING SYSTEM
FOR ADMINISTRATIVE PERSONNEL

(Executive Order No. 10 dated 28 December 1973)

I. DEFINITION

Performance rating is a systematic process and method of administering a continuous appraisal, accurate recording, and periodic reporting of employee performance.

II. PURPOSES

The performance rating system shall be administered:

1. To improve performance by identifying the individual employees' strong and weak points, motivating employees properly in their work, and providing constructive counsel to employees concerning their problems.
2. To strengthen relations between supervisors and employees.
3. To develop standards of satisfactory performance, specifying what kind and level of work is acceptable and adequate.
4. To objectify the application of policies in such processes of personnel management as selection, promotion, transfer, reduction in force, and reinstatement.

III. POLICIES

This performance rating system shall be made an integral part of the personnel program of the University, and administered along the following guidelines:

1. Performance requirements shall be established for each position, and such requirements shall be mutually understood by the employee and the supervisor.
2. The performance of each employee shall be evaluated fairly in relation to the performance requirements of his position.
3. Each employee shall be kept currently advised on how his performance meets requirements, and shall be notified of his performance rating.

4. Employees shall be given appropriate recognition for the merit of their performance and contributions to the improvement and success of the services.

5. The strong qualities of employees shall be utilized in work assignments insofar as possible.

6. All employees shall be informed of the purposes, principles, and procedures of this performance rating system, as well as their obligations and rights thereunder.

7. No performance rating shall be given or used as a basis for any personnel action, unless such rating has been accomplished on the forms and in accordance with the standards and procedures approved by the Civil Service Commission for the Administrative personnel of the University.

8. Any revision of this performance rating system shall take effect only in the next rating period following its approval by the Civil Service Commission.

IV. RESPONSIBILITIES

A. Of the Office of Administrative Personnel Services

1. The administration of the performance rating system and the custody of all papers and reports pertaining thereto shall be the responsibility of the Office of Administrative Personnel Services.

2. The Office of Administrative Personnel Services shall, in cooperation with other offices of units concerned, install a suitable program for the training of supervisors in the proper and effective evaluation of employee performance. Such program may take the form of individual instruction, seminars, workshops, dissemination of pertinent refresher courses, or training materials, or a combination thereof.

B. Of the Supervisors

1. The supervisors shall explain to their subordinates the purposes and features of the performance rating plan by which they are to be rated.

2. The immediate supervisor shall discuss with each employee the duties and responsibilities of the latter's position and the performance requirements thereof. These requirements shall represent satisfactory or standard performance.

3. Periodic discussion shall be held between the supervisor and the employee in confidence, so that the latter may know wherein his work exceeds, meets, or falls below the performance requirements of his position.

4. The immediate supervisor shall discuss with the subordinate his performance rating.

V. PERFORMANCE RATING PLANS

A. There shall be two types of performance rating reports for Administrative personnel: One for supervisors and another for non-supervisors.

B. For purposes of performance evaluation, administrative positions are classified as follows:

1. Supervisor. - This group includes positions of Capatazes, Foremen, Administrative Assistants, Chiefs of Sections, Supervisors, Administrative Officers, Managers, Chiefs of Divisions or Offices, Directors, and other heads of units.

2. Non-Supervisory. - This group includes all other positions not included in the supervisory group.

C. U.P. Form No. 490 (Performance Rating Report Form for Non-Supervisors) and U.P. Form No. 490-A (Performance Rating Report Form for Supervisors) shall be used in rating non-supervisory and supervisory personnel, respectively.

D. Factors of Evaluation

1. SUPERVISORS shall be rated on the basis of the following factors --

a. Organizational ability
b. Ability to maintain discipline
c. Ability to communicate
d. Ability to develop subordinates
e. Judgment
f. Dependability
g. Initiative
h. Creativeness and Adaptability
i. Cooperation
j. Public Relations
k. Punctuality and Attendance

2. NON-SUPERVISORS shall be rated on the basis of the following factors --

a. Quality of work
b. Quantity of work
c. Job Knowledge
d. Dependability
e. Diligence
f. Judgment
g. Initiative
h. Cooperation
i. Courtesy
j. Punctuality
k. Attendance

E. Levels of Performance

Both performance rating plans (the one for supervisors and the other for non-supervisors) shall provide for the following ratings:

1. OUTSTANDING. - An employee shall be given this rating only when his performance is exceptional and deserves special commendation.

2. VERY SATISFACTORY. - An employee shall be given this rating when he performs the duties of his position with excellence but short of outstanding performance.

3. SATISFACTORY. - An employee shall be given this rating when he meets the standard performance requirements of the duties of his position.

4. FAIR. - An employee shall be given this rating when he does not quite measure up to the standard performance requirements of his position.

5. UNSATISFACTORY. - An employee shall be given this rating when he fails to meet the standard performance requirements of the duties of his position.

F. Who shall rate?

Each employee shall be rated by his immediate supervisor, provided that the rating given by the immediate supervisor shall be subject to review by the next higher supervisor and to final approval by the latter's superior.

G. Frequency of Ratings

Performance rating reports shall be given twice a year, one due on April 15 for the period between October 1 to March 31, and the other due on October 15 for the period between April 1 to September 30. A probationary period rating shall be made at the end of the sixth month of employment of new appointees.

VI. RATING PROCEDURE

A. Initial Rating and Review

1. At the end of the rating period, the immediate supervisor will rate each of his subordinates in accordance with the relevant performance rating report form, which shall be accomplished in triplicate.

2. Not later than fifteen days before the periodic rating report is due, the immediate supervisor shall forward the accomplished report form to the next higher or second-level superior for review.

3. In case the second-level superior has any correction to make on the report form, he shall do so only after consulting with the initial rater or immediate supervisor of the ratee. In case of disagreement, a notation thereof shall be made in the report.

4. At least ten days before the periodic report is due, the next higher supervisor shall transmit the report, properly reviewed and signed, to his immediate superior or third-level supervisor for final approval.

B. Final Approval

1. The third-level superior shall make a final review and have the rating computed in accordance with the points evaluation system.

2. In case the immediate supervisor of the ratee and the next higher supervisor disagree on any point of the rating report, the matter shall be finally settled by the third-level superior.

3. Final approval of the rating report shall be made by the third-level supervisor at least three days before the periodic rating report is due.

4. When there are more than three supervisory levels in the hierarchy, no further action on the performance rating report is to be taken by supervisors above the third level, except to indicate their notation therein and to forward it to the Office of Administrative Personnel Services.

5. Where there are only two supervisory levels, the supervisor that reviews the form shall also give final approval provided that he shall transmit the rating form to the Office of Administrative Personnel Services for point computation before he finally approves it.

6. Where there is only one supervisory level, the immediate supervisor shall be the final rater, provided that he shall transmit the rating form to the Office of Administrative Personnel Services for point computation before he finally approves it.

7. Where there is only one supervisory level, the immediate supervisor shall be the final rater, provided that he shall transmit the rating form to the Office of Administrative Personnel Services for point computation before he finally approves it.

C. Discussion of Approved Rating with the Ratee

1. Only after the rating report has been finally approved shall the immediate supervisor discuss the performance rating with the ratee, provided that such action shall be taken before the periodic rating report is due on April 15 and October 15 of each year.

2. After the discussion, the employee shall sign all three copies of the final rating form to indicate that he has been informed of his performance rating.

3. As soon as the form is signed by the employee, the immediate supervisor shall leave the triplicate copies to the approving office which shall retain the duplicate for its files and transmit the original to the Office of Administrative Personnel Services.

D. Requirements for "Outstanding" and "Unsatisfactory" Ratings

1. In case a rating of outstanding is given, the reason or reasons in detail for giving such rating shall accompany the report. A copy of the performance rating report together with the supporting papers shall be forwarded through the President of the University for comment and recommendation to the Commissioner of Civil Service for appropriate action for purposes of an incentive award. A copy of the report shall be furnished also the Officer or employee concerned with a letter of commendation from the President.

2. Before an employee is rated unsatisfactory, the following procedures shall be observed:

   a. The immediate supervisor shall give the employee a written warning, at least 60 calendar days before the end of the rating period, containing a detailed explanation of the unsatisfactory performance. Before any warning is given, however, the immediate supervisor shall first submit through the usual levels a tentative performance rating of the employee concerned for evaluation as to whether the proposed rating is really unsatisfactory or not.

   b. The warning shall inform the employee that he will be given a rating of "unsatisfactory" unless his performance improves sufficiently to meet the standards for satisfactory performance or unless the improvement in performance indicates that these standards will be met within a reasonable period of time.

c. The warning shall indicate to the employee how he may improve his performance and that a reasonable opportunity for, and assistance in improving his performance shall be given him.

d. Copies of the warning of unsatisfactory performance shall be furnished the next two higher supervisors.

e. If after the warning the employee's performance adequately improves and such improvement is maintained for a sufficient time, the employee shall be given at least a rating of "fair".

E. Appeal

1. An employee who feels that he has not been rated properly may within 3 working days from receipt of his performance rating report, discuss orally his performance rating with his immediate supervisor. The immediate supervisor in turn shall discuss the matter with the second-level and the third-level (approving level) superiors. The decision of the three superiors (or two, if there are only 2 supervisory levels) shall be transmitted orally to the employee through his immediate supervisor within 6 working days, counted from the day the complaining employee originally presented orally his complaint to his immediate supervisor, provided that where the decision involves a change in the original performance rating a new performance rating form shall be prepared.

2. Failure of the employee to appeal (discuss orally) his performance rating with his immediate supervisor within the prescribed period specified in the preceding section shall be deemed a waiver of his right and no appeal (oral or written) on that particular rating shall be entertained thereafter.

3. If an employee is not satisfied with the decision made on his oral appeal, he may appeal his performance rating in writing to the President of the University through his immediate superior and the head of the unit to which he belongs.

4. Any employee appealing his performance rating in writing to the President shall do so within 10 calendar days after receipt of the decision made on his oral appeal. Failure to appeal within the prescribed period shall be deemed a waiver of his right and no appeal on that particular rating shall be entertained thereafter.

5. For purposes of considering such appeals the Committee shall be composed of an official or employee chosen by the President who shall act as chairman, and two other officials or employees of the University, one of whom shall be chosen by the appellant and the other by the Dean, Director, or head of the unit to which the appellant belongs.

6. As soon as an appeal is referred to the Committee by the President, the chairman shall immediately schedule a hearing within a reasonable period at a suitable time and place.

7. All proceedings of the Committee shall be reduced in writing, and both parties shall be given opportunity to present their respective sides.

8. The Committee shall submit its recommendation to the President within 30 days after the case has been referred to it.

9. The President shall make the final decision on the case.

VII. PERFORMANCE RATINGS AND PERSONNEL ACTIONS

A. Performance ratings shall be considered in connection with the following personnel actions:

1. Placement. - For purposes of proper placement of personnel their strong qualities shall be utilized in duty assignments as far as possible.

2. Training. - Performance rating reports may be used to determine training needs of various personnel.

3. Promotion and Salary Increases. - A current rating of satisfactory shall be a minimum requirement for promotion and for salary increases.

4. Incentive Awards. - An employee who gets a rating of "outstanding" may be recommended for an incentive award.

5. Reduction in Force. - The performance rating shall be one of the factors to be considered in determining retention in case of reduction in force.

6. Disciplinary Action. - Unsatisfactory performance rating shall be included among the bases of disciplinary action, as provided in Sec. 19 (e), Rule XVIII of the Civil Service Rules.

B. In making use of performance ratings in connection with the above personnel actions, the adjective ratings, and not the point scores, of the employees shall be considered.

VIII. EFFECTIVITY

This revised performance rating system shall take effect on April 1, 1973.

APPENDIX "W"

RULES ON THE PRIVILEGE TO STUDY a/
(Approved by the Board of Regents at its 836th meeting, 30 August 1973)

For purposes of a fair implementation of Articles 243 and 244 on "Student Privileges", as amended by resolution of the Board of Regents at its 793rd meeting on April 7, 1970, and Article 260 of the Revised U.P. Code, the following rules are hereby adopted to govern studying in the University or in other educational institutions:

A. DEFINITION OF TERMS

Unless otherwise defined or expressed elsewhere in these rules, the terms or phrases used herein shall be understood as defined below:

1. Appointment - This refers to an appointment or to a contract of employment.

2. Academic Term or Terms - This refers to any one of the terms in an academic year or calendar, i.e., to a semester or summer or trimester.

3. Privilege - This refers to the privilege to study in the University at reduced fees, i.e., to enroll in not more than 9 units per term with a discount of 75% of the total fees thereof (tuition and miscellaneous fees).

4. Actual Service - This refers to the period when the employee renders actual service, i.e., he is not on leave.

B. COVERAGE OF THE PRIVILEGE TO STUDY AT REDUCED FEES

1. The privilege to study at reduced fees is available to all University personnel appointed on a full-time basis and at a full rate of compensation, provided that in any case the period of employment during the academic term when the privilege is supposed to be availed of is continuous and at least co-extensive with the term. That is, it applies to permanent, temporary, regular incumbents, substitutes, monthly, daily, and contractual personnel as well (as in the case of those employed in research projects and the like), regardless of the source of fund for their salaries as long as the funds either belong to the regular budget of the University or are institutional grants to the University.

2. Personnel who are hired not in the name of the University, or those who are hired as private employees (as in the case of laborers

a/ This has not been amended yet.
AC Aurelio
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employed by a private contractor engaged in the construction of some building for the University, or workers who have been hired by anyone who has been contracted to provide services to the University) as well as private contractors themselves are not entitled to the privilege to study at reduced fees.

3. University personnel (academic or administrative) enjoying scholarships or fellowships (irrespective of whether they are funded by the University, another government agency, a foreign entity, any private organization or person) which include, among others, matriculation fee allowance are not entitled to the privilege to study at reduced fees; however, those whose fellowship grants do not include matriculation fee allowance are entitled to the privilege.

4. No person shall be allowed to enroll at reduced fees unless his current appointment or contract of employment at the time he applies for the privilege extends at least up to the end of the academic term during which he intends to enroll.

5. For purposes of these rules, "period of employment" shall mean to include actual service, vacation leave with pay (that is not part of a terminal leave), special detail, study leave, and sick or maternity leave, subject to the following guidelines --

   a. Dropping a subject by reason of unexplained absences automatically cancels the privilege to study at reduced fees insofar as such subject is concerned.

   b. Any vacation leave without pay enjoyed during the term enrolled in with an aggregate total number of days (inclusive of Saturdays, Sundays, and holidays) equivalent to 30% of the term enrolled in shall automatically cancel the privilege to study at reduced fees.

   c. Unless stipulated otherwise elsewhere in these rules, automatic cancellation of the privilege to study at reduced fees shall mean payment of the full fees for the subjects enrolled in, but not necessarily cancellation of enrollment.

6. Leaves or separations or resignations that are approved on the level of deans or heads of units of personnel enjoying the privilege to study at reduced fees should be reported immediately to the personnel office.

7. In case a readjustment of the matriculation fees paid is necessary (as in the case of a cancelled privilege; or for some other reason) the personnel office shall initiate the necessary action to effect the readjustment.

C. STUDY LOAD ALLOWED

1. Non-teaching personnel on full-time basis (academic or administrative) who are rendering actual service (whether in the University or in another government agency under a special detail arrangement) shall not be allowed to enroll beyond the maximum load prescribed below, or more than what the academic program or the college enrolled in allows, whichever of the three prescribes the lowest maximum load --

	Per Semester	Per Summer	Per Trimester
GRADUATE	6 units	3 units	6 units
UNDERGRADUATE	9 units*	3 units	6 units

*In no case more than three subjects.

2. Personnel who are on vacation leave with pay for the entire duration of the term enrolled in or on study leave also for the entire duration of the term shall be entitled to reduced fees for the maximum load of nine (9) units (graduate or undergraduate) during any given term (semester, summer, or trimester) subject to the rules on study load of the academic program or of the college enrolled in.

3. Members of the faculty may be allowed such study load during any given term as are approved by the Dean of the college where they belong upon the recommendation of the Chairman of the Department, subject to the rules on study load of the academic program or of the college enrolled in and to pertinent University policies on faculty work load, but in no case shall they enjoy reduced fees beyond nine (9) units during any given term.

4. Personnel enjoying fellowships are allowed such study load during any given term as is provided by the respective fellowship programs they fall under, subject to the rules on study load of the academic program or of the college enrolled in.

5. Rules Nos. 1 through 4 above, under the heading STUDY LOAD ALLOWED apply also in the case of those studying outside the University.

6. The privilege to study at reduced fees may be renewed for succeeding terms subject to an evaluation of the scholastic performance of the employee concerned in the previous term or terms to determine the reasonable study load he can tackle. Copies of the grades of the employee, therefore, should be forwarded to the personnel office and to the Dean of the College where the employee belongs at the end of the term.

D. CLASS AND SERVICE SCHEDULES

1. Non-teaching personnel (academic or administrative) shall be allowed to enroll in the University or elsewhere only in such subjects as are scheduled after office hours.

2. For purposes of these rules, office hours shall mean the usual 8:00 to 1 :00 and 1:00 to 5:00 (or 7:30 to 12:00 and 1:00 to 4:30; 8:00 to 12:00 and 1:00 to 6:00 as currently in force) Monday through Friday, or other service schedule approved for the employee concerned by the President or Chancellor or his duly authorized representative.

3. Personnel granted fellowships under any staff development program approved by the Board of Regents may be allowed to enroll in subjects to be taken during office hours if so authorized under the program.

4. In case a subject is re-scheduled from after to during office hours the person concerned shall be allowed to attend class during office hours for three (3) units only during any given term; provided that under no circumstance shall personnel (academic or administrative) employed under research projects be allowed to attend classes during office hours, subject to the following conditions--

   a. The Registrar shall certify that the subject has been re-scheduled from after office hours to during office hours and that there are no sections thereof that have been scheduled after office hours.

   b. As much as practicable, the Dean of the College should allow transfer from one section to another to enable enrolled University personnel to attend class after office hours.

c. The dean or head of the unit where the employee concerned belongs shall certify that the needs of the service will not be prejudiced.

d. The employee concerned will make up for the hours he spends in class.

e. Make-up service shall be rendered during any of the official working days of the employee, but not during any of his scheduled off-days or vacation days.[1]

f. The subject enrolled in is offered in the same place as the employee's official station; for this purpose Diliman and Manila are considered separate stations.

g. The employee concerned shall furnish the Dean or head of unit with his class schedule, room assignment, and name of professor.

h. In case his services are urgently needed, the employee concerned may be recalled from class.

i. The make-up service required herein shall not be chargeable against any leave credit; failure to render the required make-up service shall subject the employee concerned to corresponding deduction from his salary.

j. The Dean or head of unit should forward the following information to the personnel office:

(1) Class schedule of the employee to include name of subject, class hours, room assignment, and name of professor;

(2) Office hours (or service schedule) of the employee; and

(3) Schedule of make-up services of the employee.

5. The staggering of office hours shall be allowed only if the requirements of the service so demand, and never to suit the convenience of the employee or his class schedule. In this connection personnel should never be allowed to leave their post earlier than the official time of departure merely to enable them to catch up with their class anywhere else.

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[1] For most employees Monday through Friday are their official or scheduled working days, and Saturday and Sunday are their scheduled off-days or vacation days; the service schedule of others is staggered and may include Saturday and Sunday as part of their work days.

6. No member of the faculty or non-teaching employee with an appointment or contract of employment on a full-time basis shall be allowed to go on study or vacation leave on a part-time basis.

D. APPROVAL OF STUDY PRIVILEGES

1. In the interest of the service and subject to these rules insofar as they may be applicable, personnel appointed on a full-time basis seeking enrollment outside the University should secure prior written permission from the Dean or head of unit upon recommendation by the Chairman of Department or immediate supervisor, provided that in the case of regular members of the faculty (as distinguished from lecturers), the study load to be enrolled in shall be subject to pertinent University policies on faculty work load insofar as they may be applicable.

2. Applications for privileges to study at reduced fees shall be approved by the Vice-President for Academic Affairs or the Vice-President for Administration as the case may be for all units except the U.P. at Los Baños; applications in U.P. at Los Baños shall be approved by the Chancellow or his duly authorized representative.

3. Personnel (full-time, part-time, or hourly) intending to enroll in the University without availing of the privilege to study at reduced fees shall secure prior written permission to do so in the same manner as applications for the privilege to study at reduced fees are approved, and shall be subject to these rules insofar as they may be applicable, provided that part-time or hourly personnal need not be limited to the maximum study loads specified in no. 1 above on the section "STUDY LOAD ALLOWED".

4. Application for studying in the University (with or without reduced fee) or in another educational institution shall be in the appropriate form prescribed by the President.

E. IMPLEMENTATION

The President shall adopt such additional rules and procedures and such forms as are necessary to implement these rules.

G. EFFECTIVITY

These rules shall take effect at the beginning of the second semester or trimester, as the case may be, of academic year 1973-1974.

Some of the provisions of the B/R resolution cited below have been amended by Sec 17 of the B/R resolution adopted at the 828th meeting, 21 Dec. 1982, a copy of which appears on page 137 supra.

APPENDIX "X"

RULES AND REGULATIONS
ON THE DISCIPLINE OF
U.P. FACULTY MEMBERS AND EMPLOYEES
(Approved at the 704th Meeting of
the Board of Regents, Jan. 11, 1963)

SECTION 1. - Administrative proceedings, how commenced - Administrative proceedings may be commenced against any member of the teaching staff, officer or employee of the University by filing specific written charges with the President, either directly or through channels.

SECTION 2. - Who may file complaint - Where the charges are made by anyone other than the immediate supervisor of the employee or faculty member concerned, the same must be subscribed under oath by the complainant; Provided, however, that if charges are not or cannot be sworn to by the complainant, the President may, in his discretion, take action thereon if the interest of the University or the special circumstances require.

SECTION 3. - Preliminary investigation - Upon the filing of the charge or charges, the President shall order a preliminary investigation of the offense alleged to have been committed by the respondent to determine if a reasonable ground for the charge or charges exists. Notice to and the attendance of the respondent during the preliminary investigation shall not be necessary.

SECTION 4. - Formal complaint - Should the President find a reasonable ground to believe that the respondent has committed the offense charged, he shall direct the service of the charges against him, as specified in the following sections.

SECTION 5. - Notice and Answer - The respondent must be personally notified in writing of the charges against him and shall be allowed such period as the President may fix from receipt thereof to submit an answer thereto.

SECTION 6. - Hearing - If the respondent denies the charges against him or fails to submit his answer within the period specified in the next preceding section, the President shall direct the holding of a hearing which shall not be later than two weeks after receipt of the respondent's answer denying the charges against him or after the expiration of the period within which the respondent may answer.

SECTION 7. - Admission by respondent - Should the respondent admit in writing the allegations in the complaint against him, the President shall render his decision accordingly, subject to the right of the respondent to ask for reconsideration or to an appeal with respect to the penalty imposed, as provided for in Sections 15 and 17 hereof.

SECTION 8. Hearing Committee - A hearing committee shall be organized by the President and shall be composed by three members one of whom shall be designated as chairman by the President. The presence of the chairman and a member shall be sufficient to constitute a quorum.

SECTION 9. Notice of Hearing - All parties concerned shall be notified of the date set for hearing at least two days before such hearing. The respondent may defend himself personally, or by counsel or representative.

SECTION 10. - Failure to appear at hearing - Should the respondent fail to appear for the hearing after due notice and without sufficient cause, the committee shall note this fact and thereafter proceed to hear the case ex parte.

SECTION 11. - Postponement - The committee, on the application of either the complainant or the respondent, or on its own motion, may in its discretion for good cause postpone the hearing for such period of time as the ends of justice and the right of the respondent to a speedy hearing require.

SECTION 12. - Duration of hearing - In no case shall the hearing last for more than 60 days from its commencement, except with the special approval of the President. After such period, the committee shall make its report and recommendation as specified in Section 14.

SECTION 13. - Proceedings confidential - All proceedings had before the committee shall be set down in writing by a competent stenographer and shall be confidential. Any disclosure of matters related to the proceedings shall subject the offender to disciplinary action.

SECTION 14. - Comment and recommendation - The complete record of the case, with a report thereon and recommendation signed by at least two of the members of the committee, shall be forwarded to the President within ten days after the termination of the hearing unless the period is specifically extended by the President.

SECTION 15. - Action by the President - The decision of the President shall be rendered within thirty days after receipt of such records, and the same may be appealed within thirty days after the respondent receives a copy of such decision, to the Board of Regents.

SECTION 16. - Action by the Board of Regents - If the Board deems the appeal meritorious, it shall refer the records to a member or a committee of its members for review. Said member or committee shall submit a report thereon with recommendations at the next meeting of the Board. The decision of the Board shall be final.

SECTION 17. Motion for reconsideration - If the respondent had filed a petition for reconsideration with the President and such motion for reconsideration is denied by the President, he may still file his appeal to the Board of Regents, provided the same is submitted within the thirty-day period following the receipt of a notice of denial of the reconsideration.

SECTION 18. - Causes for removal or suspension - No member of the teaching staff, officer or employee of the University shall be removed, suspended or reprimanded except for any of the following offenses: (1) dishonesty, (2) oppression, (3) misconduct, (4) neglect of duty, (5) conviction of a crime involving moral turpitude, (6) notoriously disgraceful or immoral act, (7) improper or unauthorized solicitation or receipt of contributions from subordinate employees or students, (8) gross incompetence, (9) disloyalty to the Republic of the Philippines, (10) culpable negligence, (11) violation of the Civil Service Act or the laws of the Code or reasonable University regulations; and (12) other acts prejudicial to the service.

SECTION 19. - President's Power pending action - Notwithstanding the provisions of the preceding sections, the President may suspend any member of the teaching staff, officer, or employee during the pendency of the administrative charges against him; Provided, however, that in no case shall the suspension last for more than 60 days. After such period, the respondent shall be entitled to reinstatement to his office or position.

SECTION 20. - Penalties - For any of the causes enumerated in Section 18, the respondent may be subjected to removal, reprimand, suspension, public censure, demotion, transfer or fine. He shall likewise forfeit such privileges as shall be determined by the President. All moneys paid out by the respondent as fine shall go to the University's hospitalization fund for employees.

SECTION 21. - Restrictions pending action - No application for retirement, leave of absence with pay, or resignation by the respondent shall be processed or approved pending the final determination of the case.

SECTION 22. - Notification of Civil Service Commission - Where disciplinary action is taken against an administrative or non-academic employee, a written notice of the final action taken on the case shall be forwarded to the Civil Service Commission for record purposes, together with true copies of the papers and documents in the case.

APPENDIX "Y"

REVISED RULES AND REGULATIONS GOVERNING UNIVERSITY HOUSING IN DILIMAN

1. Qualified Applicants. - The leasing of a University housing unit on the Diliman campus is a privilege and only members of the staff directly connected with the Diliman units of the University shall be entitled to this privilege; Provided, however, that those employed in other University units may be extended this privilege after all the applying campus personnel have been taken care of.

2. Disqualification. - No housing facilities will be made available to members of the staff who own residential houses within the radius of fifteen (15) kilometers from Diliman, except in unusual and meritorious cases which shall be considered by the President upon the recommendation of the Committee on University Housing.

3. Joint Applications. - Joint applications by brothers, sisters, uncles, nephews and nieces are permitted. Provided, that should one of the parties to whom a house is originally assigned move out of the house, the other must also move out unless his or her priority points alone are sufficient to warrant the assignment of the house in his or her name. Single members of the staff willing to live together in a cooperative system may likewise file a joint application.

4. Occupancy. - Applicants who are assigned housing must be ready to take occupancy of the residence within ten (10) days from receipt of notice of assignment, otherwise they will forfeit their privilege.

5. Quota of Housing for Different Categories of Staff. - Subject to the conditions attached to the financing of the construction of the University housing in the past, the Committee on University Housing shall determine specific quotas of available housing for the: (a) married academic personnel; (b) unmarried academic personnel; (c) married non-academic personnel; and (d) unmarried non-academic personnel; Provided, that first preference shall be given to full-time personnel, and provided further, that should a member of the preferred category refuses the house assigned to him/her, said house shall be offered to the most deserving of the applicants under the other categori

6. Priority Points. - With the quota system above being observed, the following system of priorities shall guide the Committee on University Housing in its deliberations:

(a) Single faculty members or employee ..... 2 points
(b) When only wife is employed in the University ..... 2 points
(c) When only husband is employed in the University ..... 3 points
(d) When both husband and wife are employed in the University ..... 5 points
(e) Each unmarried child, and/or spouse not employed in the University ..... 1 point
(f) For every year of service ..... 1 point
In case both husband and wife are employed in the University, the priority number to be used will be either the husband's or wife's whichever is the greater, plus one-half (½) of the priority points corresponding to the spouse with the lower priority.

(g) Full-time faculty members in units outside Diliman but teaching part-time in Diliman (for each of the above items)..... ½ of corresponding points

(h) Temporary full-time faculty members and employees ..... same as item "g"
(i) Permanent half-time faculty members and employees ..... same as item "g"
(j) Temporary half-time faculty members /for each of items (a) to (f)/..... ½ of corresponding points

Provided that, if in the opinion of the Committee on University Housing, an applicant has an unusual and meritorious case, the Committee may recommend to the President the assignment of an available house to said applicant regardless of how he/she stands under the above priority system.

7. Contracts of Lease. - For the protection of rights and performance of obligations of both parties, every lessee of any University housing unit in the campus shall be required to sign a contract of lease for a period of one year, renewable yearly thereafter.

8. Payment of rent and other fees. - The lessee shall pay during the term of the lease all charges for rental, water, electric current, telephone and other services in the leased premises. The lessee agrees that such charges shall be deducted by the Cashier from the lessee's pay envelope.

9. Care of Premises. - The lessee shall take good and proper care of the premises and shall see to it that the surrounding area is kept neat and clean. Cooking with firewood inside a housing unit is absolutely prohibited.

10. Alterations and Improvements. - The lessee shall make no alterations, additions and improvements without the prior written approval of the Committee. Any improvement shall become the property of the University.

11. Use of Premises. - The lessee shall use the premises only as a private dwelling house for himself and his immediate family. Engaging in any business activity shall not be allowed without the prior written approval of the Committee.

12. Keeping of Domestic Animals. - No animals, particularly poultry or hogs, shall be kept in the premises except pets in reasonable number. Immunization measures must be observed and the pets kept within the lessee's premises or under control. The Committee calls attention to existing municipal ordinances governing stray animals and will take measures to have these ordinances enforced.

13. Observance of Peace. - Unnecessary noise (blaring radios, phono and TV sets, honking of cars, firecrackers) should be avoided at all times. Community socials and dance parties should not last beyond 1:00 a.m.

14. Boarders and Lodgers. - In the meantime that the University cannot accommodate all its students in the dormitories, boarders or lodgers may be allowed with the prior written approval of the Committee.

15. Application for Better Housing. - No application for lease or occupancy of any cottage, housing or building for residential purpose from any faculty member or employee of the University presently occupying or renting a cottage, house, or building within the campus shall be entertained unless the present occupant or lessee shall have leased or occupied such residence in his own name for a period of not less than two (2) years immediately preceding the filing of such application: Provided, that the Committee may shorten the period in cases whenever, In its judgment, the reasons for the application for transfer are justifiable: Provided further, that the Committee may award

a better residence to an applicant if in the opinion of the Committee his needs are justifiable. The need for a better residence because of a growing family is considered justifiable.

16. Sub-leasing. - A lessee who leaves the University temporarily with all the members of his family may retain the lease of his residence for not more than fifteen (15) months on condition that the Committee may approve a sub-lease for such period of time, except in an unusual and meritorious case where the Committee may extend the lease for another fifteen (15) months upon the recommendation of the Chairman and Dean of his unit. If, at the end of the period, the original lessee does not return, the house will be considered vacant and a permanent lessee will be decided on the basis of priority. The sub-lessee may occupy the house for the same period but whether or not the original lessee of the house comes back, he/she shall vacate the place at the end of the period. (As amended, 829th B/R, Jan. 25, 1973).

17. Lessee on Fellowship, Scholarship or other Grant. - A lessee who leaves on fellowship, scholarship or other grant awarded or approved by the University and who loses his/her privilege to retain the lease due to prolonged absence, shall be given special consideration in the assignment of housing, particularly if he/she is connected with a unit of the University on the Diliman campus provided he/she advises the Committee six (6) months prior to his/her expected arrival of his/her interest to lease a house on the campus. (As amended, 829th B/R, Jan. 25, 1973).

18. Termination of Employment. - The lease contract shall terminate without necessity of notice, as soon as the lessee ceases to be employed in the University. The premises must be vacated within thirty (30) days from written notice, except in unusual and meritorious cases where the Committee may recommend to the President a longer period of grace. A faculty member for employee who goes on leave to accept employment in any agency outside of the University, including any other government office, shall lose his privilege to occupy a housing unit on the campus without prejudice to his/her being awarded another house in case he/she returns to the University.

In the case, however, of retired faculty members and employees the lease may be extended for not less than one (1) year from and after retirement from the active service of the University, or for a longer period in the discretion of the President, Provided, however, that this privilege shall not be extended to any retiree regularly engaged in outside employment.

19. Failure to Conform with the Terms. - The Committee has the right to terminate the contract of lease should the lessee fail to conform with the terms of the contract. In case of court litigations arising from breach of the terms of the contract on the part of the lessee, the lessor shall be entitled to collect P1,000.00 as liquidated damages and P200.00 as attorney's fee, exclusive of costs legally taxable.

20. Visitorial Power. - For the proper enforcement of the foregoing rules, the Committee may, by itself or by its duly authorized representative, conduct inspection visits, upon prior and reasonable notice during regular business hours.

21. Effectivity. - These rules and regulations shall be effective upon approval by the Board of Regents and shall supersede all existing rules on University housing. These regulations, including subsequent amendments shall be incorporated in every lease contract through express reference thereto.

ADOPTED AND AFFIRMED by the Committee on University Housing on July 10, 1969.

Approved by the Board of Regents at its 785th Meeting on July 29, 1969.

REVISED RULES AND REGULATIONS GOVERNING HOUSING AT THE U.P. COLLEGE OF AGRICULTURE

Unless otherwise specified these rules and regulations appl to all residents of UPCA Housing Units on the campus of the U.P. College of Agriculture effective upon approval.

1. Disqualification. - Any UPCA staff member who owns a residential house(s) on the campus or within a radius of five kilometers from the College main gate shall be disqualified from leasing a housing unit of the UPCA; provided, that one may qualify to apply for a housing unit not earlier than 100 days after the sale and occupancy by the buyer of the last of his (seller's) residential house(s) and/or apartment(s).

2. Payment of rent and other fees. - Payment of rentals on leased housing units, including charges for water, electricit telephone and other services shall be made monthly. The lessee agrees that the College cashier deducts the payment from the lessee's pay envelope.

3. Alterations and improvements. - No alterations, additio or other improvements on the housing unit so leased shall be mad by the lessee without a written approval of the lessor, on recommendation of the UPCA Housing Committee. Once approved, all improvements made thereon shall become the property of the UPCA.

4. Subleasing. - A lessee who goes on leave of absence on official business or assignment for a period of 12 or more month may sublease his housing unit to another qualified UPCA staff member upon approval of the lessor, on recommendation of the UPCA Housing Committee. In cases where the leave of absence or official assignment is more than 12 months, the sublessee to be recommended to the lessor for approval will be chosen by the Housing Committee from among those most qualified.

5. Care and use of premises. - The premises so leased shal be used exclusively for private residence of the lessee and imme diate members of his family. Accepting roomers shall not be allowed. Unnecessary disturbances such as those emanating from blaring radios, TV sets, car horns, and firecrackers shall be avoided particularly during rest periods. The leased premises shall be kept clean and orderly at all times.

The production of crops and ornamental plants on the leased premises shall be for home use or giveaway and not for commercia purposes. No permanently planted plants shall be removed by the lessee upon termination of the lease without prior approval of the lessor.

a/ See Policies, Rules & Regulations governing the Housing Integrated Program approved by the Chancellor 27 Dec 1974 as reproduced from pp. 3.90 & 3.102 of UNIV. MANUAL

6. Keeping of domestic animals. -- No animals such as poultry and livestock shall be kept on the leased premises. Pets such as dogs and cats shall be allowed only when kept on the lessee's premises and subjected to immunization measures at the owner's expense.

7. Termination of lease. - The lease contract shall be terminated without necessity of notice ...d soon as the lessee ceases to be employed by the UPCA. In the case of retired staff members, the lease may be extended beyond the date of retirement for a period not exceeding two (2) years upon the discretion of the Vice-President of U.P. in Los Baños.

8. Group application. - A group of not more than four (4) unmarried staff members may apply for an apartment unit, and their application shall be evaluated based on an aggregate of points in accordance with the "Revised Criteria for Applications for UPCA Housing Units." The original number of the group should be maintained and failure to maintain such for a period of six consecutive months will be cause for automatically ending the lease. Replacements for separating members shall be approved by the lessor on recommendation of the Committee.

9. The determination of qualified applicants to the various types of UPCA Housing Units shall be in accordance with the "Revise Criteria for Applications for UPCA Housing Units," but the awarding of units to qualified applicants shall be by raffle, and no exchang shall be allowed.

10. Lease shall be for a minimum period of 12 months; provided, that lessee shall be exempt from this provision if the reason for termination of lease be any one of the following:

a) termination of services initiated by the University
b) leave of absence of more than 12 months
c) construction by the lessee of a residential house within a five-kilometer radius from the College main gate, with a minimum notice of 60 days. Otherwise, the lessee shall pay the balance of a 12-month rent.
d) increased rental

Should any lessee desire to vacate the house for the above-stated reasons and those enumerated in No. 4, he/she should notify the lessor, through the Committee, thirty days before the effective date.

11. Transfer to another housing unit of the UPCA shall be only upon approval by the lessor on recommendation of the UPCA Housing Committee.

The UPCA Housing Committee shall reserve the right to recommend the termination of the contract of lease with a minimum notice of 60 days, upon failure of the lessee to conform with the terms of the contract.

12. In case of termination of the contract, the premises shall be inspected by the lessor. In the event that there are damages beyond the normal wear and tear, the lessor shall charge the lessee the actual cost of repair of the housing unit occupied, to a state equivalent at the time it was first occupied by lessee, the cost of repair to be determined by the Physical Plant Division.

13. The lessor reserves the right to adjust the rates after a public hearing on the matter, and the adjusted rates of rental shall take effect after a 60-day minimum notice and shall not apply until the housing unit has been occupied one year.

REVISED CRITERIA AND POINT SYSTEM

1. For Academic Staff

a. For each year of service of applicant in UPCA and affiliated units	0.5 point
b. Highest degree of applicant	
Undergraduate degree	1 point
Master's	2 points
Doctorate (graduate)	3 points
c. Number of dependents living with the applicant	
Spouse	1 point
Each child	0.5 point
d. Other circumstances relevant to the best interest of the UPCA	1.5 points

2. For Non-Academic Staff

a. For each year of service in UPCA and affiliated units	0.5 point
b. Number of dependents living with the applicant	
Spouse	1 point
Each Child	0.5 point
c. Position classification	
Range 1 to Range 3	1 point
Range 4 to Range 6	2 points
Range 7 and above	3 points
d. Other circumstances relevant to the interest of the UPCA	1.5 points

In case of a tie, the award will be determined by raffle.

Approved by the Board of Regents at its 789th meeting on November 25, 1969.

QUESTION:

Can the foregoing rules approved by the Board at its 789th meeting on 25 Nov. 1969 be considered amended/superseded by the Policies, Rules & Regulations Governing the UPLB Integrated Housing Program approved by the UPLB Chancellor on 27 Dec. 1974 ?

APPENDIX "Z"

AUTHORITY FOR PRESIDENT OF THE SYSTEM OR CHANCELLOR TO ENTER INTO FORMAL AGREEMENTS, OR ACADEMIC CONSORTIA, WITH OTHER INSTITUTIONS OF HIGHER LEARNING BOTH HERE AND ABROAD (846th B/R Meeting, May 30, 1974)

This was superseded by a new set of rules adopted at the 861st B/R meeting held on 29 May 1975.

The Board authorized the President of the System or the Chancellor of any autonomous university of the System, to enter into formal agreements, or academic consortia, with other institutions of higher learning both here and abroad, under which the facilities, personnel and other resources of one may be availed of by the other or others for purposes of instructional, research, consultancy and other related activities on the basis of reciprocity and a fair or reasonable and mutual sharing of resources and responsibilities, subject to the following guidelines:

a. The University of the Philippines shall be represented by the President of the U.P. System, or by the Chancellor of an autonomous university, in signing the agreement. The head of the other institution(s) concerned shall represent the other party. Where a separate memorandum of agreement setting forth the implementing details of the program of academic cooperation is to be formulated, the dean of the U.P. regional unit concerned may be authorized to represent the University and sign the agreement. In all cases, however, such implementing memorandum of agreement shall form an integral part of the basic Agreement which the President or the Chancellor signs.

b. An academic consortium or agreement shall be effective for a period of one (1) year from the date of its approval by the Board of Regents, subject to renewal for like periods, upon mutual agreement of the parties. Renewals of agreements shall be subject only to approval by the President or the Chancellor. The agreement may be terminated by any of the parties upon a written notification of at least three months before the time stipulated for such termination.

c. Subject to the requirements of the University's academic programs, both on-going and projected, which shall have priority over outside activities or involvement of its personnel, faculty members whose services may be needed by the other institution(s) may be allowed to teach, handle consultancy or perform similar services therein, under the following conditions and to pertinent University rules and regulations:

(1) They should not be carrying less than the regular teaching load during the academic terms in which their services are sought by the other institutions;

(2) They shall not be entitled to either overload or reduction of load privileges during the academic terms in question;

(3) They shall not teach more than six hours a week at the other institution(s), and shall be paid reasonable rates of honorarium commensurate with their positions in the University, to be borne solely by the requesting institution(s).

(4) Where consultancy or similar services are rendered, they shall render such services to the other institution(s) outside of their regular service hours in the University;

(5) No research projects in the University shall be delayed or interrupted by reason of a detail of the faculty or other personnel concerned to theother institution(s).

(6) Permission to teach in the other institution(s) shall be secured by individual faculty members concerned, the approved inter-institutional memorandum of agreement notwithstanding. Such permission to teach may be withdrawn or revoked at any time when such teaching adversely affects efficiency and exigency of the service in the University.

In this connection, the following academic consortia initially recommended were approved effective the academic year 1974-75.

a. Between the U.P. (U.P. at Baguio) and the Armed Forces of the Philippines (Philippine Military Academy);

b. Between the U.P. (U.P. at Baguio) and Brent School at Baguio City;

c. Between the U.P. (U.P. at Iloilo), Central Philippine University and West Visayas State College, all located at Iloilo City;

d. Between the U.P., Ateneo de Manila University and De La Salle College. (Consortium on physical science and mathematics involving the three institutions).

The Board noted that the details of the respective memorandum of agreements above will be worked out separately upon approval by the Board in accordance with the foregoing guidelines.

While it is recognized that an academic consortium is not an easy course to follow, there is substantial encouragement to be derived from the practice of academic sharing of facilities and resources, considering that institutions of higher learning have their own particular strengths and weaknesses. The advantages, therefore, to be derived from entering into an academic alliance fully justify the above recommendations.

The Board approved the above amendments on item (3) under letter 'c' of the guidelines upon motion of Regent Samonte duly seconded, for the following reasons:

The Board considered the original recommendation of two hours a day as too heavy a load, because assuming the faculty member will teach five (5) days a week in another institution, this will amount to a load of 10 units, and the normal academic load in the University is 12 units. Moreover, the University rules allow an overload-teaching of only six (6) units for a faculty member.

In this connection, the Board further agreed as a matter of policy to limit the number of academic consortium agreements to only three (3) at a time insofar as the units in Diliman and Los Baños are concerned. The Board also made it understood that rendering services in another institution under such consortium agreements shall not be mandatory but purely voluntary on the part of the faculty members of the University.

To be pasted at the back of page 217

NOTE 1:

There is no consistency in the manner of approval of the increase of living allowance for U.P. Government Scholars. Sometimes they were approved by the Board of Regents, sometimes by the President.

The current allowance is ₱500.00 a month as approved by the President on 21 August 1981.

The undersigned believes that approval of this matter is not within the delegated authority of the President.

A. Camelia 10 Sept. 1982

CREATION OF POSITION OF ASSISTANT TO THE DEAN IN U.P. COLLEGE IN MANILA

The Board approved the creation of the position of Assistant to the Dean in the U.P. College in Manila for working students, effective upon approval, whose duty shall be to undertake an in-depth study of the problems besetting the working students and to propose solutions thereto to the Dean, to plan and coordinate with the Secretary and the Chairmen of Divisions to the course offerings in the evening, and to perform such other functions as may be assigned to him by the Dean.

The need for such an office has become necessary with the opening of day classes since the academic year 1972-1973. Working students face problems not quite similar to those of the day students who now constitute the bulk of studentry and who are well taken care of by the Offices of the Secretary and the Guidance Counsellor.

INCREASE IN LIVING ALLOWANCE OF U.P. GOVERNMENT SCHOLARS See Note 1 at back of p. 217

The Board approved the increase in the living allowance of the U.P. Government scholars from P175.00 to P200.00 a month for ten (10) months and the payment of clothing allowance in the first and third years of the scholarship in lieu of each semester as is the present practice.

The increase in living allowance is believed justified in view of the increased cost of living. Moreover, the payment of clothing allowance in the first and third years is believed more in keeping with the spirit of the scholarship program.

AMENDMENT OF BOARD'S RESOLUTION REGARDING REDUCED TUITION PRIVILEGES FOR FACULTY AND OTHER PERSONNEL

The Board approved the joint request of the presidents of the ONAPUP (Organization of the Non-Academic Personnel of the U.P.), UPSA (U.P. Supervisors' Association), and UPFO (U.P. Faculty Organization) for the amendment of the Board's Resolution regarding reduced tuition privileges for faculty and other personnel (552nd meeting, 20 December 1951 as amended at 816th meeting, 27 January 1972), in order to read as follows:

'That children and wife or husband of permanent full-time faculty members and of other full-time personnel, including those on daily wage basis, who have served continuously in their work for a period of not less than five (5) years, of the University proper, studying in the University of the Philippines, be exempted from the payment of tuition fees beginning the second semester of the academic year 1951-1952, provided said students passed a minimum of twelve (12) units or three-fourths (3.4) of the total units he was enrolled in on the last day of late registration, whichever of the two alternatives, is higher, in the last semester attended.' a/

a/ The B/R resolution quoted above is as amended at the 848th B/R meeting on 30 May 1974

GUIDELINES FOR ENDOWMENT FUNDS IN THE UNIVERSITY OF THE PHILIPPINES

Your Committee was constituted to formulate guidelines with regard to the establishment and administration of endowment funds in the University. In undertaking this task, the Committee arrived at the following findings:

1. Endowment assistance is a good means of augmenting the resources of the University, particularly in the establishment of professorial chairs, lectureships, fellowships or scholarships.

2. There is a need for more uniform standards and rules to govern the solicitation, acceptance, administration, and control of endowment funds in the University. Substantial benefits can be derived from an endowment assistance program which is effectively geared to the programs, priorities, and goals of the University. On the other hand, an endowment assistance program, if improperly regulated or administered, can have negative effects not only on the morale of the faculty and personnel, but also on the academic freedom and integrity of the University itself.

3. Endowments and grants to the University have widely varied in terms and conditions. They include single donations for very specific purposes; annual endowments for professorial chairs, and pure endowments or contributions which are college-based like the College of Engineering Endowment Funds or which are university-wide like the U.P. Endowment Foundation, Inc.

4. Recent experiences indicate the limitations of a single, university-wide endowment fund to which all grants, donations, and gifts must be channeled. It seems feasible to have the U.P. Endowment Foundation, while allowing colleges or units to actively seek external financial support and maintain college endowment funds. The University administration and the college, however, should be adequately represented in the governing board of any college endowment foundation or similar organization.

5. The power of the University Board of Regents to establish chairs, provide for the maintenance or endowment of such chairs, and fix the compensation thereto, must remain unabated. It is an effective way of maintaining a decentralized endowment system (as outlined in No. 4) under proper centralized coordination and control.

6. To provide some guidance to would-be donors, the University should prepare and disseminate a model deed of donation which includes among other things a list of specific categories of chairs, lectureships, fellowships, or scholarships and the corresponding funds required for each category.

Recommended Guidelines

In line with the foregoing observations, the Committee recommends the adoption of the following guidelines in considering the terms and conditions of endowments, as well as in providing a system for the administration and control of endowment funds in the University.

1. Endowment funds shall be accepted only under terms and conditions which are consistent with the role and functions of the University and in its best interest as determined by the President and the Board of Regents. Endowment funds shall not be utilized in any manner that undermines the academic freedom and integrity of the University.

2. Donations, gifts, and other endowments shall, as much as possible, be integrated into the U.P. Endowment Foundation or into duly authorized College endowment funds or foundations. The President or his representative shall be consulted on any plan or move to establish a college endowment foundation.

3. Endowment assistance programs shall be geared to the programs, priorities, and goals of the University. To this end, the University shall have adequate representation, including at least one officer of the central administration, in the board of trustees of any college endowment foundation.

4. The Dean together with the different constituencies of the college, may exercise utmost initiative and resourcefulness in obtaining endowment funds for their respective units without prejudice to their assistance in obtaining other endowments that are more properly administered on a university-wide basis.

5. Donors or endowment foundations may specify the particular purpose or field of activity for which the donation or endowment funds will be used, but the particulars such as how many chairs or lectureships will be established from the endowment earnings, who will be appointed to a chair, and what will be the tenure, compensation and emoluments thereof, shall be determined by the Board of Regents and the President, upon recommendation of the dean or director concerned.

6. To establish a professorial chair, a grant or endowment should be sufficient to generate funds of at least P4,000 per annum. The compensation for chair being supplemental, shall not exceed what the holder receives as salary from the University, except in specially justifiable circumstances as determined by the President and the Board of Regents. Subject to availability of funds and provided that the conditions under which the chair was endowed are satisfactory met, appointment to a professorial chair shall be made permanent after a probationary period of one year.

7. There shall be included in the by-laws of every college endowment foundation a proviso that a college committee headed by the Dean shall initiate and present a program of activities and expenditures for possible funding by the foundation, subject to final approval of the President and the Board of Regents.

8. While these guidelines are not intended to be retroactive, units are enjoined to take every effort to make the terms of existing endowments conform to these guidelines.

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APPENDIX "BB"

RULES AND REGULATIONS FOR THE U.P. GOVERNMENT SCHOLARSHIPS (R.A. NO. 5549)

The Board of Regents approved the following rules and regulations at its 790th meeting on December 19, 1969.

These rules and regulations shall implement R.A. No. 5549 or the U.P. Government Scholarships. Their implementation shall be vested in the President's Committee on Student Scholarships which shall (1) lay down policy guidelines for government-sponsored and privately-donated scholarship programs; (2) assess the implementation of such programs under the policies governing them and the goals which they should achieve; (3) consider new possibilities for expanding the form and extent of student financial assistance services in the University; and (4) act as an advisory body on other matter relating to student scholarships in the University.

1. Administration.

a. The Dean of Students shall take charge of the administration of the scholarship program under policies and rules to be approved by the President's Committee on Student Scholarships.

b. Money to be made available through R.A. No. 5549 for scholarships would be deposited in a bank to be known as the U.P. Government Scholarship Fund.

Not more than ten percent (10%) of the Fund shall be expended for administrative purposes for any fiscal year.

2. Selection of Scholars.

a. Fields of Study

Generally, each scholar shall be free to choose his own field of study. However, the awarding shall be subject to two limitations:

(1) the number of scholarships available each year
(2) the internal regulations based on the statutory allocation of sixty percent (60%) of the scholarships to the following fields: natural and physical sciences, engineering, agriculture, fisheries, forestry, economics and public administration.

The remainder of the scholarships for any given year (40%) shall be limited to the Professional, Social Sciences and Humanities courses outside of the fields of study mentioned in Section 2a (2).

The number of scholarships to be offered every year shall be determined by the Committee.

b. Privileges and Benefit

The scholarships intend to cover the costs of education until a student finishes his degree course. For each academic year covered by an award of scholarship, the recipient shall be entitled to the following uniform allowances:

(1) School expenses
(a) Tuition and other fees - P600.00 (non-commutable)
(b) Books & school supplies 200.00
Total for School expenses .....P 800.00

(2) Living & Other Expenses

(a) Living allowance of P150* a month for 10 months	P1,500.00
(b) Clothing allowance	200.00
(c) Miscellaneous, including travel	200.00
Total for Living and other Expenses....	P1,900.00
GRAND TOTAL.....	P2,700.00

c. Qualifications for the competitive examinations

Applicants for the competitive examinations shall be senior high school students who possess the following qualifications:

(1) they must belong to the first 20% of their respective graduating classes at the time the competitive examinations are given to be supported by an affidavit signed by the school principal.

(2) They must be financially deserving. A student shall be considered deserving if the annual income of his parents/persons required by law to give support shall not exceed (a) P18,000.00, gross; (b) P3,000.00, net taxable. In case an applicant has a brother/sister applying for, or enjoying the scholarship, the annual gross income of his parents/persons required by law to give support shall not exceed P5,000. An affidavit to this effect, subscribed and sworn to before any appropriate officer of the Bureau of Internal Revenue, must be submitted. A copy of the income tax return filed by such father or person for the year immediately preceding the award of scholarship, duly attested to by the appropriate officer of the Bureau of Internal Revenue, shall be attached to the affidavit. (As amended, 849th (Special) Meeting of the Board of Regents, July 3, 1974)

(3) they must be citizens of the Philippines.

(4) they must submit a health certificate signed by any qualified physician.

d. Competitive examinations

Competitive examinations shall be scheduled together with the University College Admissions tests. They shall be held each academic year simultaneously in Quezon City, Laoag City, Baguio City, Legaspi City, Iloilo City, Cebu City, Davao City, Zamboanga City, Cotabato City, Isabela, Tarlac and such other places where the College admissions tests will be conducted. The examinations shall be announced as widely as possible stating the date, time and places of examinations, the requirements for admission thereto, and the subjects in which the examinations will be given. Similar notice shall be given to high school principals in the Philippines with a request that the information be disseminated within the school.

In collaboration with the Office of Admissions, the Office of Student Affairs shall conduct the competitive examinations through its Division of Counseling and Guidance. An examination fee to be determined by the Board of Regents shall be charged from each applicant. The examinations should be framed such that the result would measure and reflect the intellectual abilities and academic preparedness of each candidate. They should also serve as reference to guide prospective scholars in choosing their lines of interest or aptitudes.

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*This has been increased to P200.00 a month for 10 months (846th Board of Regents, May 30, 1974).

e. Award of Scholarships

Each candidate shall indicate his field of study at the time he applies for the competitive examinations. Scholarships shall be awarded according to the rank order of all applicants with the cognizance to the provision of Section 1(a) of the law. The complete list of awardees shall be publicized as widely as possible.

3. Condition of Scholarships

a. An awardee under these rules can not accept another scholarship or assistantship administered by the University while his scholarship is in effect.

b. Each awardee shall enroll for the semester immediately following the examination in which he qualified. No deferment shall be allowed except for substantial and valid reasons and only upon the approval of the Dean of Students.

c. Each awardee, and his parents for him, shall sign a contract with the University in a form prescribed by the Committee in which the awardee shall; among other obligations, accept the duty to serve in any government agency requiring and requesting his or her services for ½ the length of time he or she enjoyed the scholarship, or in lieu thereof, to pursue his or her calling, profession, or occupation in the Philippines for a minimum period equivalent to the length of time that he or she enjoyed the scholarship, from the date of graduation. This requirement may be deferred when a suitable opportunity to pursue his or her graduate studies becomes available. Such contract shall incorporate by reference the provisions of these regulations.

An awardee shall reimburse the amount received in connectio with this scholarship in either one of the following cases:

(1) Abandonment of the scholarship without due cause.
(2) Refusal to render service as stipulated in paragraph 3c.

d. Excepting for unusual circumstances and with the proper permission of the Dean of Students, each awardee shall carry each semester the full load prescribed by his course of study. To qualify for a renewal of the scholarship, the awardee must:

(1) Maintain a weighted average of at least "2.5" during any semester.
(2) Not get a grade of "5". Any grade of "4" or "inc." must be removed before the immediately following registration period.
(3) Not have been the subject of disciplinary action involving more than three months suspension from classes. The Dean of Students shall decide whether an awardee who has been the subject of disciplinary action can still qualify for the renewal of his grant.

In case an awardee fails to meet any of the above condition the award of scholarship shall be ipso facto terminated.

e. No scholarships shall be awarded to anyone for more than ten academic semesters. However, the scholarship may be extended during summer to anyone required to take courses that are, in accordance with the approved curriculum, given only during summer. School fees and living allowance for two months will be given. (As amended, 835th B/R, July 26, 1973).

3. No awardee shall be allowed to transfer from one course to another except upon the permission of the Dean of Students subject to quota limitations.

4. Deferment of Scholarship.

If for any substantial and valid reason duly found by the Dean of Students, a scholar shall be unable to enroll for a semester or for a longer period, his right to the scholarship shall be deferred until he is able to begin or resume his studies.

5. Disputed Matters.

All questions or dispute concerning award or enjoyment of scholarships as well as privileges or obligations or incidental thereto, shall first be determined by the Dean of Students. His decision shall be promulgated after hearing with due notice to all interested parties. The decision may within thirty (30) days from receipt be appealed to the President, whose decision shall be final.

6. Printing and Distribution.

The scholarship law and these regulations shall be printed at the least possible cost and distributed free to scholars and interested parties.

PROCEDURES

1. Procedures for application for the competitive examinations

a. Application forms for the scholarships may be obtained from the Office of Student Affairs, Vinzons Hall and the Office of Admissions, Quezon Hall, University of the Philippines, Diliman, Quezon City. Forms are also available at the offices of the deans of U.P. colleges at the designated regional testing centers as well as the offices of the division school superintendents, secondary public school principals and guidance counselors.

b. All accomplished application forms must be submitted to the Office of Student Affairs or to the Office of Admissions not later than a specific date to be announced each year. Application forms sent by mail must be postmarked not later than the deadline.

c. All applications for examinations shall be processed by the Office of Student Affairs. All qualified applicants shall be given the notice of admission for the competitive examinations.

2. Award of Scholarships

a. Those whose chosen fields are covered by the statutory provision namely, natural and physical sciences, engineering, agriculture, fisheries, forestry, economics and public administration shall be awarded the scholarship according to the rank order of all applicants in a particular field, subject to the total number of grants available therein. Those whose chosen field are outside the fields enumerated above shall be awarded the scholarship according to the rank order of their scores in the examination.

b. Each awardee shall be promptly given notice by mail, and upon acceptance of the grant, a money order covering travel expenses to Diliman, Quezon City shall be sent.

c. Matriculation and other fees of each awardee shall, upon his enrolment for any semester be charged to the Scholarship Fund. The living allowance check shall be given promptly at the start of each month.

d. Within the week following the opening of classes for the first semester of any academic year, thereafter, within the first week of the succeeding months in the academic year, the monthly living allowance fixed in Section 2(b) of these regulations shall be paid by check to each scholar. Such payments shall continue for the period of the scholarship, unless the scholarship is suspended or sooner terminated in accordance with these regulations. The allowances for books, school supplies and clothing shall be paid two weeks before the start of each semester.

3. Change of Course

a. The Dean of Students shall determine, subject to quota limitations, whether an awardee can transfer to another course.
(790th B/R Meeting, 19 December 1969)

APPENDIX "CC"

PROCEDURES REGARDING SUBMISSION OF GRADES

At its 821st meeting on 29 June 1972, the Board of Regents approved the following procedure regarding the submission of grades as recommended by the Executive Committee:

1. Deans and directors, in collaboration with the chairmen of departments, are required to submit to the Office of the President a list of faculty members who do not submit their grades on time, immediately after the last day for submission of grades. The Dean of Admissions will be furnished a copy.

It shall be the responsibility of the department chairmen/dean, in collaboration with the instructors concerned, to follow up the completion of grades of "4.0" and "Incomplete" within the required one-year period, and in the event that the student fails to complete the grade, the instructor shall give the grade of "5.0", such report of grade to be submitted immediately thereafter.

2. The faculty shall be required to indicate in the column for "Remarks" the reason for a grade of "Incomplete".

3. A failing or passing grade shall be given for the removal of "Incomplete".

4. The deans/department chairmen shall be required to return to instructors concerned any sheets with "No Grade" written on the column for grades or with the column for grades left blank. The former is not one of the grades authorized under the University Code.

5. The record book bearing students' performance should be turned over to the department chairmen/dean for use in evaluating the students in case of the unavoidable absence of the faculty member concerned.

6. No faculty member shall be allowed to travel for more than a month without prior clearance from academic responsibilities.

QUESTION:

Is there a need to integrate the foregoing rules with those adopted at the 822nd B/R meeting on 31 July 1972 (amended at the 825th B/R meeting on 26 Oct. 1972), prescribing penalties for late submission of grades ? Please refer to pp. 95 & 96 for the text of said later rules.

APPENDIX "DD"

RULES AND REGULATIONS REGARDING ACCOMMODATION IN STUDENTS' RESIDENCE HALLS
(Effective the second semester 1973-1974 as approved by the Board of Regents at its 837th meeting on 27 September 1973.)

Superseded at 871st B/R, 4-29-76 & Amended at 899th B/R 3-30-78

POLICY STATEMENT

1. Residence halls are more than mere provisions for board and lodging of students; they are institutions central to the residential concept of education, which is one of the core programs of the University. Residence halls thus fulfill more than the function of providing food and shelter to the students; they must also provide experience in general education through social interaction and group living.

2. The residents of each residence hall are expected to develop accepted social values of community living. The residence hall program must not only emphasize the physical well-being of the residents, but it must also advance their social development by emphasizing their rights and responsibilities as members of society.

3. Apart from the social development of the residents, the residence hall program must contribute to the intellectual development of the students by developing educational opportunities designed to complement the academic curriculum, and in the process foster an atmosphere conducive to serious study, tolerance of opinions, and open debate and inquiry.

4. Residence halls are operated primarily for service to bona fide students and are intended to be financially self-supporting.

Section I. GENERAL PROVISIONS

A. Pursuant to the provisions of Articles 425 and 426 of the Revised U.P. Code, these rules and regulations are hereby established for the information and guidance of all concerned.

B. These rules shall bind the applicant upon approval of his application and admission to the residence hall by the Residence Head or his duly authorized representative.

C. Memoranda, circulars, and/or orders emanating from the respective residence heads or other duly constituted University authorities, are part of these rules and regulations, if such do not contradict any of these rules and regulations.

D. The Residence Hall Agreement is on a semestral/trimestral or summer basis. As such, the resident who still

desires and qualifies to stay in the hall should renew said agreement at the start of every such term, otherwise he shall be advised to leave the hall. During semestral/ trimestral or summer vacation, residents may be required to vacate their rooms when repainting, repair or general cleaning is to be undertaken.

Section II. ACCOMMODATIONS

A. Following are the categories of applicants to be given accommodations:

1. A student of the University of the Philippines who is duly enrolled in at least 9 units for the undergraduate courses, or 6 units in the graduate courses, and who has never been dismissed from or has no unpaid legitimate obligations in any residence hall. Priorities in the admission of graduate students shall depend on the number of units enrolled and the place of origin.

2. Parent/s of residents.

3. Delegates or representatives of seminars, conferences, meetings or activities of like nature sponsored by and held in the University of the Philippines.

B. Except the first category, an applicant shall be admitted as transient upon approval of the residence head or other duly constituted authorities, subject to these rules and regulations. A transient fee, in accordance with established schedule of fees, shall be charged.

C. Tenure of residency:

1. Undergraduate residents may be allowed to stay in the residence hall/s not exceeding one year more than the number of years prescribed for a regular course. Students enrolled in the College of Law and the College of Medicine shall continue to be entitled to the privilege up to one year after the regular duration of their respective courses.

2. A graduate student resident may be allowed to stay in the residence hall/s for maximum of 3 years including thesis writing. Graduate students enrolled only in thesis writing may be allowed to stay in residence hall/s for one year.

3. For doctoral students, a maximum of 3 years.

4. Residents shall not be allowed to stay in the residence hall for more than the number of years prescribed in the preceding numbers.

D. Upon admission, the resident shall be furnished with a study table, chair, bed with mattress and locker. Furnishings provided by the residence hall may not be replaced with the personal property of the residents. A prescribed deposit shall be made for each key if any is furnished and is refundable upon its return, on the day of checking out. Failure to return the key on the date aforementioned will mean forfeiture of the deposit.

E. No applicant shall be accepted without clearance from previous residence hall/s, of which he was previously resident prior to his current application.

Section III. RENTAL AGREEMENT

A. Upon admission, the resident shall pay one (1) month's rent as deposit. This shall be held as breakage fee and is refundable when the resident vacates the premises. It may also be applied to the resident's rent for the last month of his occupancy.

B. The resident shall pay his room rent on or before the 15th of each month during which the Residence Hall Agreement is in force. Failure to pay rentals for at least two (2) successive months shall be a ground for disciplinary action.

C. In case a student moves out without permission of the residence head, he shall be liable for the payment of his room for the remainder of the period expressed in the Agreement.

D. The rental period constitutes that time designated by the University as semester/trimester or summer and shall cover the first day of registration and the last day of examination.

E. If the resident cannot occupy the room, the following schedule of refunds shall be applied:

1. Before the regular registration period... 80%
2. During the regular registration period... 70%
3. During the first and second week of classes..... 50%

NO REFUND SHALL BE given after the SECOND WEEK of classes.

F. When a resident has signed the Residence Hall Agreement, he is expected to remain in residence for the entire period indicated in the Agreement. Cancellation of the Agreement is allowed if the resident can prove or show any of the following just causes.

1. Sick leave, with U.P. Health Service Certification.
2. Honorable dismissal from the University.
3. Other just causes as may be considered meritorious by the residence head in the exercise of his sound discretion.

Other than the above-mentioned just causes the resident shall be charged A DEPARTING FEE OF 50% FOR THE REMAINING PERIOD OF THE AGREEMENT.

G. The following is a schedule of monthly rents and daily transient fees in the different residence halls including International Center:

		Rent	Transient
1.	Ilang-Ilang Residence Hall	₱ 35.00	₱3.00
2.	Ipil Residence Hall	52.00	4.00
	(a) aircon guest room (per person)		20.00
	(b) non-aircon guest room (per person)		15.00
3.	Kamia Residence Hall		
	(a) 4 to a room	35.00	3.00
	(b) 2 to a room (special	55.00	
	(c) 3 to a room	46.00	
	(d) 4 to a room (bigger)	41.00	
4.	Molave Residence Hall		
	(a) 4 to a room	35.00	3.00
	(b) 3 to a room	40.00	
	(c) 4 to a room (central portion)	40.00	
5.	Narra Residence Hall		
	(a) 1 to a room	50.00	
	(b) 2 to a room	40.00	
	(c) 4 to a room	33.00	3.00
	(d) 4 to a room (basement)	27.00	
6.	Sampaguita Residence Hall		
	(a) 4 to a room	35.00	3.00
7.	Yakal Residence Hall		
	(a) 4 to a room	40.00	
	(b) 4 to a room (smaller)	35.00	3.00
8.	Sanggumay Residence Hall		
	(a) 2 to a room	58.00	5.00
9.	International Center		
	(a) upper floor	126.50	
	(b) lower floor	103.50	
	(c) guest room		17.25

Section IV. NORMS OF CONDUCT AND RESPONSIBILITIES OF RESIDENTS

A. The resident should respect the peace and privacy of his co-residents and observe proper decorum.

B. The resident should cooperate with the residence hall management in maintaining the cleanliness and orderliness of the hall and help in making it an ideal place to live in.

C. The residents should use toilets and bathrooms properly.

D. The resident shall be held liable for any damage done to the facilities or furnishings issued to him, or to the hall.

F. The possession of firearms, deadly weapons, gambling devices and pornographic materials is strictly prohibited in the residence hall.

G. The resident should cooperate with the residence hall management in the adoption of measures to prevent fire, accidents, and theft.

H. Immoral conduct, gambling, drinking intoxicating liquor, drunken behavior, possession or taking of a prohibited drug is prohibited.

I. Any resident using an electric fan, radio or tape recorder which may need electric power, should first secure a permit from the Residence Head. An additional fee of P5.00 per month for each shall be charged therefor. Air-conditioners, refrigerators, freezers and other similar appliances are prohibited.

J. Radios, TV sets, phonographs or musical instruments must be tuned at such a volume so as not to disturb or inconvenience the other residents.

K. Study and visiting hours shall be observed at all times.

L. The resident should not cook or heat food except in residence halls provided with cooking facilities.

M. The resident should not transfer from one room to another without prior permission from the residence head.

N. Laundering is prohibited except for under garments, which can be laundered only in the bathroom or utility room.

O. Keeping pets in the Residence Hall is prohibited.

Section V. VISITING HOURS, SOCIAL CALLS AND CURFEW HOURS

The residence head shall establish the rules on visiting hours, social calls and curfew hours.

Section VI. LAUNDRY, MEDICAL ATTENTION AND PEDDLING

A. Laundry

1. The residents shall transact business with laundrymen, laundry women and/or bootblacks at the place and time designated for such purposes by the Residence Head.

2. Laundrymen, laundry women and/or bootblacks are not allowed to enter the designated place in the hall unless on authorized hours.

B. Medical Attention

The resident shall inform the residence head or his assistant whenever he is sick. The latter shall refer the matter to the University Health Service for appropriate action.

C. Peddling

1. Peddlers shall not be allowed to peddle their wares in the residence hall.

2. Violation of this rule shall be brought to the attention of the University Security Force for appropriate action.

Section VII. CHECKING OUT

1. Permanent check-out - residents who have no intention to return to the hall for residence and those whose connection with the University is terminated for any reason. Residents concerned shall return to the hall custodian all residence hall property issued to them, and settle all their legitimate obligations with the Residence hall authorities.

2. Leave - residents who go on semestral/trimestral summer, Christmas or academic leave with the intention to return. They shall observe the same procedure prescribed for permanent check-out.

3. Pass - residents who go our for a weekend, overnight or other purposes not included above. The residence head or his authorized representative shall issue a permit to the resident applying for it.

B. Clearance shall be issued only when the resident has cleared up his legitimate obligations to the residence hall.

Section VIII. MISCELLANEOUS

A. The following shall be grounds for disciplinary action, cancellation of residence hall privilege and expulsion from residence halls:

1. Failure to pay monthly rentals for at least two (2) months;

2. Destruction of any part of the hall or property thereof;

3. Lack of due respect and consideration for the hall staff and one's co-residents;

4. Possession of firearms and other deadly weapons, gambling, drinking intoxicating liquor, drunken behavior, possession or taking of prohibited drugs;

5. Violation of these rules or any pertinent regulation of the University.

Cancellation of residence hall privilege shall be commenced by a written report by the residence hall to the Director, Students Auxiliary Services specifying the act or acts constituting grounds for the cancellation. The Director shall notify in writing the student against whom a complaint has been filed, giving the latter five (5) days from receipt of notice within which to submit a written explanation. The Director may require the giving of testimony as may be necessary for a fair decision. The Director shall cancel the privilege when the circumstances so warrant. His decision shall be appealable to the President of the University.

Disciplinary action shall be taken in accordance with Executive Order No. 13, Series of 1969.

B. Each resident shall pay a semestral association fee to the Residence Hall Association and other fees determined and established by the Association.

C. No storage fee shall be charged for semestral and Christmas vacation.

Appendix "EE"

RULES ON STUDENT OFF-DORMITORY HOUSING

Amendments to the Rules on Student Off-Dormitory Housing

(Approved by the Board of Regents at its 843rd Meeting 28 March 1974)

I. ADMINISTRATIVE PROVISIONS

(1) No homeowner in the U.P. (Diliman) campus shall receive student boarders and/or lodgers without a written permit from the University Committee on Student Housing. Application shall be filed not later than thirty (30) days preceding the first day of classes each semester. (Forms may be secured from the Office of Students Auxiliary Services.)

(2) The Committee on Student Housing shall determine, on the basis of ocular inspection by its representatives: (1) whether or not any residence in the campus is suitable for student housing. (2) the number of students that can be accommodated, and (3) the classification to which each room offered for rent belongs for purposes of determining the monthly rental.

The homeowner shall be informed in writing of the decision of the Committee within five (5) days from the date of the ocular inspection. The homeowner may appeal the Committee's decision to the President within five (5) days from receipt of the decision in question.

(3) The Committee shall maintain a list of approved student homes which shall be revised every semester as the need arises. The list shall be open for public inspection to interested parties and shall be published for the benefit of all incoming students.

(4) All homeowners shall, within fifteen (15) days after the first day of classes of each semester, submit a list of student lodgers and/or boarders to the Committee.

Homeowners shall pay to the University a monthly fee of ₱2.00 for a mere lodger and ₱4.00 for a lodger-boarder, irrespective of whether they are relatives within the third degree. The exceptions shall refer only to immediate members of the family, such as sons and daughters, who do not pay for board and lodging in any form whether in cash or in kind.

(5) Any homeowner applying for a permit to accept student boarders and/or lodgers shall agree to allow the Committee, or its duly authorized representatives inside his house for purposes of inspection and supervision at reasonable hours. Student boarders and/or lodgers shall likewise agree to let duly authorized representatives of the Committee inside their rooms for purposes of inspection.

(6) Any dispute between a homeowner and a student boarder and/or lodger involving the application, terms, and conditions of their contract shall first be referred to the Committee for appropriate administrative action.

(7) Approved householders shall not discriminate against any student for reason of race, place of origin or religion.

(8) Under no circumstances shall a lessee accept male and female student lodgers at the same time and in the same house, except in the case of brothers and sisters, whether natural or adopted.

(9) All approved student homes shall accommodate only students or employees of the University unless the Committee on Student Housing consents to accommodation of outsiders.

(10) All charges should not exceed limits set in accordance with a schedule of fees established and published by the Committee. For this purpose, the Committee shall establish a scheme of classification of rooms for rent to students and employees. In the old army cottages the monthly charge for bed space shall range from ₱15.00 to ₱25.00 and in houses of permanent materials the monthly charge shall range from ₱25.00 to ₱35.00.

(11) Landlords shall be responsible for the orderly behavior and conduct of their bourders/lodgers within the premises.

(12) Any infraction of [the rules laid down in this Code shall be reported to the University Housing Committee and shall constitute a basis for the withdrawal of housing privilege of the lessee.] these rules or any complaint regarding student off-dormitory housing shall be reported or submitted to the University Committee on Student Housing which, upon verification, shall take the necessary steps.

II. RENTAL CONTRACT

(1) To reserve a room, each student shall pay one (1) month's rent as deposit to the householder and sign the Room Agreement. The fee shall be held as a breakage fee and is refundable when the student vacates the premises.

(2) The rental period constitutes that time designated by the University as a semester and shall cover the period one week before the first day of registration and one week after the last day of registration and one week after the last day of examination.

(3) If the student cannot occupy the room and notification is given to the householder one (1) week prior to the first day of registration the deposit will be refunded and the Contract cancelled. If proper and ample notification is not given the deposit may be forfeited.

(4) If the student does not occupy his room on the last day of registration, or does not notify the homeowner that he will occupy his room at a later date, the deposit will be forfeited and the room will be considered vacant.

(5) When a student has signed the Room Agreement, he is expected to remain in residence for the entire period indicated in the Agreement. Cancellation of the Agreement is possible only if after consulting the Committee on Student Housing, it is determined that there is just cause for termination.

III. HEALTH AND SAFETY REQUIREMENTS

(1) Adequate lighting and ventilation should be provided for living, sleeping and study quarters.

(2) Not more than [eight (8)] TEN (10) persons, INCLUDING BOTH THE MEMBERS OF THE HOUSEHOLD AND THE BOARDERS, shall be permitted the use of a water closet [and not more than ten (10) shall use the shower] and lavatory.

(3) Health certificates from the U.P. Infirmary shall be required for people who will prepare, handle and serve food for boarders.

(4) Sleeping quarters shall not be overcrowded, and an occupant should occupy at least 70 Sq. ft. of floor area.

IV. RESPONSIBILITIES OF HOMEOWNER

(1) The homeowner shall provide the following furnishings [for each room]:

a. One study table with study lamp per student
b. One straight-back chair per student
c. One single bed with mattress per student
d. One waste basket for each room
e. One mirror for each room
[f. Ample drawer and closet space]

[(2) The homeowner shall provide the following services:

a. Rooms must be thoroughly cleaned each week and bathrooms must be cleaned daily.
b. Each student will be furnished with a key to the outside entrance. A prescribed deposit should be made for each key.]

(2) THE HOMEOWNER SHALL SEE TO IT THAT ROOMS ARE THOROUGHLY CLEANED A LEAST ONCE A WEEK AND BATHROOM CLEANED DAILY.

(3) The homeowner shall provide adequate privacy for each room, INCLUDING BUT NOT LIMITED TO DOOR AND WINDOW LOCKS AND CURTAINS, and [he] shall also [provide a visiting room.] ALLOW THE USE OF THE SALA FOR VISITING PURPOSES IN CASE A VISITING ROOM IS NOT AVAILABLE.

(4) The householder and the student must cooperate in the maintenance of order in the house. Study and visiting hours as established by the individual "house rules" will be observed at all times, and the homeowner and all members of his family should refrain from making unnecessary noise at such hours.

(5) The householder should give a signed receipt for all rent paid.

(6) [The householder must be informed of illness of student boarders and make certain that such illness has been reported to the University Health Service] THE HOMEOWNER MUST REPORT IMMEDIATELY TO THE UNIVERSITY HEALTH SERVICE ANY ILLNESS OF STUDENT BOARDERS.

(7) The homeowner shall not terminate his rental contract with any student boarder without the consent of the latter and only for the following causes:

a. Failure to pay monthly rentals for at least two (2) months;
b. Wilful destruction of property within the leased premises;
c. Lack of due respect and consideration to the members of the homeowner's family and to his co-boarders;
d. Scandalous or immoral conduct, gambling, or addiction to [liquor] INTOXICATING DRINKS and [or] drugs; and
e. Violation of the rules laid down in this Code or any pertinent regulation of the University.

V. RESPONSIBILITIES OF STUDENT BOARDERS

(1) In case a student moves out without permission of the homeowner, or of the Committee on Student Housing, he will be liable for the payment of the room for the remainder of the period expressed in the Agreement, unless his liability is modified by proper authorities.

(2) The student will be held liable for any damage done intentionally or negligently to the room and the furnishings in it other than that due to ordinary wear and tear.

(3) Guests of the same sex as that of the student boarder/lodger shall be allowed to stay for not more than three (3) nights. Guests are subject to student regulations and hosts will be held accountable for any infringement of such regulations. A reasonable charge may be made by the householder for overnight guests.

(4) The possession or use of firearms, gambling devices, and pornographic materials is strictly prohibited in students' rooms.

(5) The student shall cooperate at all times with the homeowner in the adoption of measures to prevent fire, accidents, and theft.

(6) Each student boarder shall observe all rules relating to hygiene and sanitation, and shall cooperate with the homeowner and his agents in keeping the surroundings clean and free from pests and pollution.

(7) Keeping pets by the boarders shall be WITH THE CONSENT OF THE HOMEOWNER and subject to the rules on the subject laid down by the Committee on University Housing.

Appendix "PPP"

REGULATIONS FOR THE REGISTRATION
OF STUDENT ORGANIZATIONS
(Approved at the 782nd Meeting of
the Board of Regents, May 29, 1969)

I. Registry of Student Organizations

1. A Registry of Student Organizations is hereby constituted and established in the Office of Student Affairs.

2. Such Registry shall consist of the following:

   a. An entry book in which the following data on student organizations shall be entered:

      (i) name of organization;
      (ii) date of registration;
      (iii) date of filing of certified copy of Constitution and by-laws; and
      (iv) date of filing of the list of officers and their specimen signatures.

   b. A loose-leaf folder containing the constitution and by-laws filed by the organizations, duly indexed according to name of the organizations, together with all subsequent amendments.

   c. A loose-leaf folder containing the list of officers of the several organizations with their specimen signatures.

3. Any member of the University constituency, whether a student or faculty member, shall be entitled to inspect and copy any item of information in the Registry, during officer hours and under reasonable regulations.

II. Manner and Privilege of Registration

1. A student organization shall be considered registered upon filing with the Registry of Student Organizations the following data:

   a. A true and complete copy of the constitution and by-laws of the organization signed by all the officers and members of the organization; and

   b. A list of the officers of the organization, upon their assumption of office, together with their specimen signatures.

2. No student organization shall be entitled to or allowed the use of University facilities of any kind or nature whatever, unless such organization is duly certified as registered by the Office of

Student Affairs.*

III. Property Responsibility

1. The use of any University facility or property shall only be allowed a student organization on the basis of a duly executed contract and upon payment of the applicable fees and charges.

2. So far as property responsibility is concerned, the officers of the organization shall be jointly and severally responsible for any damage or injury to University facilities arising from use by the organization.

IV. Effectivity of Registration

1. Before any registered student organization is dissolved, its officers should make of record that the existence of the organization will be terminated by accordingly informing the Dean of Student Affairs, who will then note the fact in the Registry.

2. To keep track of active organizations as distinguished from those which have become inactive, registration must be renewed every two years by the organizations concerned. Those which fail to renew their registration will be cancelled from the Registry.

The foregoing regulations, upon approval by the Board of Regents, will be disseminated for the information of all concerned and enforced by the Office of Student Affairs.

SALVADOR P. LOPEZ
President

*As to the question of the use of University facilities by national organizations with U.P. students constituting part of the membership, the Board decided that the matter should be left to the discretion of the University President.

To be pasted at the back of page 240

NOTE regarding Appendix "GG"

The current "RULES AND REGULATIONS GOVERNING THE PHILIPPINE COLLEGIAN" are those that were approved at the 907th B/R meeting on 26 October 1978 (replacing all previsously approved rules) and amended at the 923d B/R meeting held on 31 January 1980.

For a copy of the current rules, see xeroxed copies of pp. 29 and 112 to 119 of the minutes of the 907th B/R meeting.

See also xeroxed copy of page 5 of the minutes of the 923d B/R meeting for the amendment of Article II, Section 6.

Appendix "GG"

RULES GOVERNING THE PUBLICATION
OF THE PHILIPPINE COLLEGIAN
DURING THE REGIME OF MARTIAL LAW

See NOTE at back of p. 240

(Approved by the Board of Regents
at its 841st Meeting,
31 January 1974)

ARTICLE 1. The Philippine Collegian shall be the official student newspaper in the University. It shall be published by students. While it shall primarily be devoted to news about the opinions of the University studentry, it may also publish news about the opinions of other sectors of the University constituency.

ARTICLE 2. The Philippine Collegian shall be committed to impartial journalism and shall not be used to promote personal or sectional interests.

ARTICLE 3. The publication of the Philippine Collegian shall be governed by these rules and by such regulations as may be promulgated by the President of the University to implement these rules.

ARTICLE 4. The President shall appoint a faculty adviser to the Philippine Collegian. The faculty adviser shall go over all the materials intended to be published in the Collegian. No issue shall be published without the faculty adviser's previous approval as evidenced by his signature on every page proof of the paper.

Any dispute over the publication of a news item, story, article, editorial, cartoon or other material between the editor and the faculty adviser may be appealed to the President whose decision shall be final.

ARTICLE 5. The editor of the Philippine Collegian shall be chosen by a committee composed of three faculty members and two students appointed by the President. The student members shall be nominated by the Consultative Committee on Student Affairs (CONCOMSA) or by the Student Council, as the case may be.

ARTICLE 6. To be eligible to take the examinations for Collegian editor, a student must have the following qualifications:

a. He or she must be a regular student of the University with at least one year residence therein;

b. He or she must be enrolled in a degree course carrying not less than the normal load prescribed for a regular student;

c. He or she must have passed at least six (6) units and has no grade of "5", "4" or "Inc." in the semester immediately preceding the examinations; and

d. He or she must be of good moral character.

The above academic qualifications of candidates shall be officially certified by the University Registrar. Good moral character shall be attested in writing by two members of the University faculty.

ARTICLE 7. The examination shall be given in the following fields:

Editorial writing	70%
News writing	20%
Front page layout	10%

The candidate obtaining the highest average shall be appointed the new Philippine Collegian editor by the President. In case of a tie for first place, the journalistic experience and other relevant considerations of the examinees concerned shall be considered.

The decision of the board of judges shall be final. In case the examinee with the highest average shall decline the position of Philippine Collegian editor, the examinee with the second highest average shall be appointed by the President.

ARTICLE 8. The editor of the Philippine Collegian must remain a regularly enrolled student while serving in that capacity.

ARTICLE 9. The publication of the Philippine Collegian shall be financed exclusively by the Collegian fee paid by students and from whatever other income it may receive from subscriptions, advertisements, and other services.

ARTICLE 10. The financial and business management of the Philippine Collegian shall be vested in a business manager who shall be appointed by the editor.

ARTICLE 11. To insure proper expenditure of Philippine Collegian funds, the following regulations shall be observed by the editor and the business manager:

a. At the beginning of his term, the editor of the Philippine Collegian shall submit to the President, through the Dean of Students, a complete roster of those appointed by him to the Philippine Collegian staff, specifying therein their names and their respective academic units, staff positions, and rates of payment, whether per issue, weekly, monthly or otherwise, and the effectivity as well as the term of each appointment.

b. No payment shall be made to any member of the Philippine Collegian staff, including the editor, until after submission of the roster referred to above.

c. Any change in the Philippine Collegian staff should be reported forthwith to the President by the editor through the Dean of Students so that the necessary change in the Philippine Collegian payroll may be made.

d. Each staff member of the Philippine Collegian except the editor shall be required to certify the services actually rendered by himself, by filling out Civil Service Form No. 48 (time record) duly verified and attested by the editor. All certifications of service rendered shall be submitted to the Dean of Students.

e. The Dean of Students or his duly authorized representative shall approve each payroll of the Philippine Collegian after verifying in each case whether the persons whose names appear therein have actually rendered service as staff members of the Philippine Collegian.

ARTICLE 12. The President may suspend publication of the Philippine Collegian for culpable violation of relevant decrees and orders issued under Martian Law, or of the Guidelines for the University of the Philippines under Martial Law adopted by the Board of Regents at its 825th meeting on October 25, 1972, or of these rules and regulations governing the publication of the Philippine Collegian.

Appendix "III"

Rules Governing the Publication of the Student Newspaper in the UPLB

Article 1. There shall be a UPLB official student newspaper which shall publish news and information of interest to the students and shall serve as an outlet for their creative talents. The name of the official student publication shall be determined after due consultation with the UPLB students.

Article 2. The publication of the UPLB student newspaper shall be governed by these rules and by such regulations as may be promulgated by the Chancellor to implement these rules.

Article 3. There shall be an Editorial Advisory Board to be composed of the Director of Student Affairs as chairman; and faculty members and student representatives from each of the Colleges to be appointed by the Chancellor upon recommendation of their respective Deans, as members.

Article 4. The Chancellor shall appoint a Faculty Adviser from among nominees to be submitted by the Editorial Advisory Board. The Faculty Adviser shall go over all the materials intended for publication in the UPLB student newspaper. No issue shall be published without the Faculty Adviser's approval as evidenced by his signature on every page proof of the paper.

Article 5. Any conflict over the publication of a news item, story, article, editorial, cartoon or other material between the Editor and the Faculty Adviser shall be settled by the Editorial Advisory Board. The decision of the Advisory Board may be appealed to the Chancellor, whose decision shall be final.

Article 6. The Editor of the UPLB student newspaper shall be chosen by a committee composed of at least three faculty members to be appointed by the Chancellor. The Committee shall conduct and score the editorial examinations. It shall recommend to the Chancellor the appointment of the candidate obtaining the highest average in the editorial examination as Editor of the UPLB student newspaper. The test shall be administered within two weeks after the start of classes of the first semester.

Article 7. To be eligible to take the examinations for the editorship, a student must have the following qualifications:

a. He must be a regular student of the UPLB with at least one year of residence therein;

b. He must be enrolled in a degree course and must carry not less than the normal load prescribed for a regular student;

c. He must have passed at least 75% of the normal load and must have no grade of "4.00" or "5.00" in the semester immediately preceding the examinations. The academic qualifications of candidates shall be certified by the UPLB Registrar.

d. He must be of good moral character as attested to in writing by two members of the UPLB faculty.

e. Student members of the Editorial Advisory Board shall be ineligible to take the editorial examinations.

Article 8. The editorial examinations shall cover the following fields:

Editorial	40%
News writing	40%
Front page layout	20%
	100%

In case of a tie for first place, the candidate with more journalistic experience and higher scholastic standing shall be recommended. Incase the highest ranking candidate for some reason declines the editorship of the UPLB student newspaper, the next ranking candidate shall be recommended.

Article 9. The Editor shall be appointed within two weeks after the editorial examinations have been given.

a. Unless a senior who will be graduating at the end of the first semester, the editor shall serve for one academic year and remain a regularly enrolled student while serving in that capacity.

b. If the Editor fails to get a grade of "3" or better in at least 75 percent of the total number of academic units he is enrolled for as of the last day of late registration of the first semester or is physically incapacitated to continue his term, he shall submit his resignation stating his reason(s) in writing to the Chancellor who shall duly notify the Editorial Advisory Board of the vacancy.

c. The Committee shall administer another test to select a new editor within two weeks after the position becomes vacant.

Article 10. The Editor shall appoint to positions on the UPLB student newspaper-editorial staff the candidates for the editorial and such other UPLB students as may be necessary to carry out his editorial functions.

Article 11. The publication of the UPLB student newspaper shall be financed exclusively by the fee paid by students and by other income it may receive from subscriptions, advertisements and other services as may be allowed by existing laws and rules.

Article 12. To insure proper expenditure of UPLB student newspaper funds, the following regulations shall be observed by the Editor and the Business Manager:

Article 13. To insure proper expenditure of UPLB student newspaper funds, the following regulations shall be observed by the Editor and the Business Manager:

a. At the beginning of his term, the Editor of the UPLB student newspaper shall submit to the Chancellor, through the Editorial Advisory Board, a complete roster of those he appointed to the staff, specifying their names, respective academic units, staff positions, rates of payment, and the effectivity as well as the term of each appointment.

b. No payment shall be made to any staff member, including the Editor, until after the submission of the roster referred to above.

c. Any change in the staff should be reported to the Chancellor by the Editor through the Editorial Advisory Board so that the necessary change in the payroll may be made.

d. Each staff member, except the Editor, shall be required to fill out Civil Service Form No. 48 (Daily Time Record) duly verified and attested to by the Editor. All certification of service rendered shall be submitted to the Director of Student Affairs.

e. The Director of Student Affairs or his duly authorized representative shall approve each payroll of the UPLB student newspaper after verifying in each case whether the persons whose names appear therein have actually rendered service as the staff members of the UPLB student newspaper.

Article 14. The Chancellor may suspend the publication of the UPLB student newspaper for culpable violation of relevant decrees and orders issued under Martial Law, or of the Guidelines for the University of the Philippines under Martial Law adopted by the Board of Regents at its 825th meeting on October 25, 1972, or of these rules and regulations governing the publication of the UPLB student newspaper.

Appendix "II"

RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

(Approved by the Board of Regents at its 842nd meeting, 28 February 1974)

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

Section 1. Basis of Discipline. - Students shall at all times observe the laws of the land and the rules and regulations of the University.

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

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

Section 2. Specific Misconduct. - A student shall be subject to disciplinary action for any of the following acts:

(a) Any form of cheating in examination or any act of dishonesty in relation to his studies;
(b) Carrying within University premises any firearm, knife with a blade longer than 2 1/2 inches, or any other dangerous or deadly weapon; provided, that this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the dean or director of his college or school;
(c) Drinking alcoholic beverages, or drunken behavior, within the University premises;
(d) Unauthorized or illegal possession or use of prohibited drugs or chemicals, such as LSD, marijuana, heroin, or opiates in any form within the University premises;
(e) Gambling within the University premises;
(f) Gross and deliberate discourtesy;
(g) Creating within the University premises disorder, tumult, breach of peace or serious disturbance;
(h) Intentionally making a false statement of any material fact, or practising or attempting to practise any deception or fraud in connection with his admission or registration in, or graduation from the University;
(i) Any other form of misconduct.

Section 3. Rules and Regulations Promulgated by Deans or Directors of Units. - Deans or directors of various units may, after due consultation with the Faculty-Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President and to the rules on circularization and date of effectivity as herein provided.

Section 4. Jurisdiction. - Violations of the provisions of Sections 1 and 2 shall fall under the jurisdiction of, and shall be dealt with by the respective deans or directors, after investigation by:

(a) The College Investigating Committee constituted by the dean or director, in all cases where the respondent or respondents belong to one college or school; and

(b) The Inter-College Disciplinary Committee constituted by the Dean of Students, as provided below, in all cases where the respondents belong to different colleges or schools.

Section 5. Filing of Charges. - A disciplinary proceeding shall be deemed instituted upon the filing of a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. For disciplinary cases falling under the jurisdiction of the College Investigating Committee, such charge or report shall be filed with the Office of the Dean or Director of the unit to which the respondent belongs.

For disciplinary cases falling under the jurisdiction of the Inter-College Disciplinary Committee, the charge or report shall be filed with the Dean of Students. Upon filing of said charge or report, an entry shall be made by the Dean of Students in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substance of the charge.

Section 6. Preliminary Investigation. - Upon receipt of the complaint or report, the Dean of the College or Director of the unit concerned, or the Dean of Students, as the case may be, shall conduct in person or by his representative duly authorized in writing a preliminary investigation. Preliminary investigations shall be summary in character. Notice to and attendance of respondent during preliminary investigation shall not be necessary.

In all cases, the parents or guardians of the students charged shall be furnished with a copy of the complaints or report.

Section 7. Answer. - Each respondent shall be required to answer in writing within three (3) days from receipt of the complaint. In case no answer is submitted or, if in the determination of the Dean or Director of the unit concerned, or the Dean of Students, as the case may be, such answer does not satisfactorily explain the imputed misconduct, a formal investigation shall be held on notice as provided below.

Section 8. College Investigating Committee. - As soon as it shall appear that an investigation is necessary, the Dean or Director shall constitute a College Investigating Committee to undertake an investigation of the charge or report. Said Committee shall be composed of three (3) members of the faculty of the unit to be designated by the Dean or Director concerned, and two (2) students chosen at random from a comprehensive list of officers of student organizations and willing to serve on such Committees, furnished by the Dean of Students. The Chairman shall be designated by the Dean or Director concerned and shall be a member of the faculty with legal training, if available.

Section 9. Inter-College Disciplinary Committee. - As soon as it shall appear that an investigation calling for an Inter-College Disciplinary Committee is necessary, the Dean of Students shall constitute such a Committee to undertake the investigation of the charges or report. Said Committee shall be composed of five (5) members, three (3) of whom shall be faculty members to be designated by the Dean or Director of the unit to which the respondents belong, and two (2) shall be students chosen at random froma comprehensive list of officers of student organizations willing to serve therein; provided, however, that in case where the respondents come from more than three different colleges or units, it shall be discretionary for the Dean of Students to choose which of the colleges shall be represented in the committee. The Chairman shall be designated by the Dean of Students and shall be a faculty member with legal training, if available.

In any Committee constituted under these rules, if at least one complainant is a non-academic employee, one Committee member shall be a non-academic employee chosen by the academic Dean or Director, or by the Dean of Students, as the case may be.

Section 10. Challenge. - The complainant and respondent may challenge on the grounds of bias or prejudice the selection and designation of any member of any Committee. Such challenge shall be in writing and shall be filed with the member concerned, through the Dean of Students, within three (3) days from written notice of the constitution of the Committee. The challenge shall state briefly the grounds therefor, accompanied with an affidavit establishing a prima facie case against the challenged committee member who shall thereupon proceed with the investigation or withdraw therefrom, in accordance with his own determination of the validity of the challenge. His decision shall be made forthwith in writing and filed with the other papers in the case, but there shall be no appeal or stay from or by reason of his decision in favor of his membership of the Committee.

Section 11. Grounds for Disqualification. - No individual shall be a member of such committee in any particular case in which he is related to either party within the sixth degree of consanguinity or affinity, or in which he has any fraternal relation to either party or in which he has been counsel, without the written consent of all parties in interest, signed by them and entered in the record.

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

Section 12. Hearing. - Hearings by any Committee shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Section 13. Frequency and duration of Hearing. - In the interest of speedy justice, the Committee shall hold a hearing at least once a week until the case has been resolved. In case of failure to adhere to this rule, a written explanation in every case shall be submitted by the Committee Chairman to the President through the Dean of Students. No hearings on any case shall last beyond two (2) calendar months.

Section 14. Notice of Hearing. - All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. The respondent may defend himself personally or by counsel or representative of his own choice. If complainant or respondent should desire but is unable to secure the services of counsel, he should manifest such fact to the Committee two (2) days before the date set for hearing and the Committee shall designate counsel for him from among the members of the university constituency.

Section 15. Failure to Appear at Hearing. - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, the Disciplinary Committee shall note this fact and thereafter proceed to hear the case ex parte without prejudice to his appearance in subsequent hearings.

Section 16. Postponement. - The Committee, on the application of either the complainant or the respondent, or on its own motion, may in its discretion and for good cause, postpone the hearing for such period of time as the ends of justice and the right of the parties to a speedy hearing require. In every case of postponement, a report thereof shall be made to the Dean of Students.

Section 17. Proceeding in Cases not Cognizable by Inter-College Disciplinary Committee. - To the extent practicable, the provisions of these Rules regarding the conduct of hearings and investigation of cases by the Inter-College Disciplinary Committee shall apply to cases falling under Section 4(a) of these Rules.

Section 18. Comment and Recommendation. - The complete record of the case, with the report of findings thereon and the recommendation signed by a majority of the members of the Committee shall be forwarded to the dean or deans concerned, or to the Dean of Students, as the case may be, within fifteen (15) days after the termination of the hearing. The recommendation shall state the findings of fact and the specific regulations on which it is based.

Section 19. Action by the Dean of the Unit or the Dean of Students. - The Dean or Director of the unit to which the respondent or respondents belong, or the Dean of Students, as the case may be, shall, within ten (10) days after receipt of the Committee report, transmit the Committee report, together with his action or recommendation, to the President of the University.

Section 20. Action by the President on Appeal. - The decision of the President on any appeal from any decision taken under Section 26, hereof shall be rendered within ten (10) days after receipt of the appeal. In all cases of expulsion, the President shall consult the Executive Committee. The decision of the President may be appealed to the Board of Regents, within ten (10) days after the respondent receives a copy of such decision.

Section 21. Action by the Board of Regents. - If the Board deems the appeal meritorious, it shall refer the pertinent records to a committee of its members for review. Said committee shall submit a report thereon with recommendations at the next meeting of the Board. The decision of the Board shall be final.

Section 22. Motion for Reconsideration. - If the respondent had filed a petition for reconsideration with the President, and such petition for reconsideration is denied by the President, he may still file his appeal to the Board of Regents, provided the same is submitted within ten-day period following notice of denial of the reconsideration.

Section 23. Rights of Respondents. - Each respondent shall enjoy the following rights:

(a) No student may be subjected to disciplinary penalty except upon due process of law.

(b) The complainant or the one making the official report shall be heard first. The burden of proof shall rest upon the persons bringing the charge. Findings must be based on substantial evidence.

(c) All matters upon which the decision may be based must be introduced in evidence at the proceedings before the Disciplinary Committee. The decision shall be based solely upon such evidence and shall clearly state the reasons thereof. Improperly acquired evidence shall not be admitted; and

(d) Pending final decision on any charge, the status of a student shall not be altered, nor shall his right to be present on campus and to attend classes be suspended; provided, he shall not have been suspended in accordance with Section 27, below.

(b) "Laws of the land" shall refer to the general statutes currently in force within the Philippines with particular reference to the Revised Penal Code and the Civil Code.

(c) "Committee" shall refer to either the College Investigating Committee or the Inter-College Disciplinary Committee as provided in these Rules unless explicitly stated otherwise.

(d) "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of a college or unit, or any officer of the University administration.

Section 29. These rules shall take effect immediately. Amendments to these Rules shall be circularized within ten (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within five (5) days after its approval.

Appendix "JJ"

Malacañang
Manila

March 29, 1974

LETTER OF INSTRUCTIONS NO. 179

The Board of Regents
University of the Philippines
Quezon City

The Board of Trustees
Philippine Center for Advanced Studies
Quezon City

In view of the need of the national government for a specialized agency consisting of specialists from a wide variety of disciplines that can readily respond to the need of this government for research guidance on problems and issues of highly critical and sensitive nature, to provide assessment of national and international developments as they affect the survival and integrity of the nation and to aid the government in the formulation of national policy, the Philippine Center for Advanced Studies (PCAS) has been created by Presidential Decree 342, dated November 22, 1973.

In order to make more effective the implementation of the aforesaid Presidential Decree 342 and to provide guidance on the manner of its jurisdiction and relation with the University of the Philippines System, the Board of Regents is hereby informed that the PCAS is an autonomous unit in the University of the Philippines under the sole jurisdiction of its Board of Trustees, with the President of the Philippines as Chairman, and the Executive Secretary as the Vice-Chairman, of the Board.

The Board of Regents is given the following instructions for the effective implementation of Presidential Decree No. 342.

1. To transfer, cede and assign or cause the transfer, cession or assignment of all funds, personnel, property, records, facilities, buildings, sites owned by and assigned to, constituted and organized in the Asian Center to the PCAS for its sole use and operation effective immediately.

2. To extend the same rights and privileges to all faculty, staff and bona-fide students and all other personnel affiliated with the PCAS as accorded to the same persons of the University of the Philippines.

3. The Chancellor of the PCAS shall be a member of the Board of Regents and shall function as a liaison officer between the Board of Trustees of the PCAS and the Board of Regents of the University of the Philippines.

4. The Board of Regents and the Board of Trustees are hereby directed to establish a system of personnel exchange, joint research projects and a system of cross registration within the University of the Philippines System and the Board of Trustees is hereby directed to establish a similar system with other government institutions and agencies.

5. The Board of Regents and Board of Trustees shall function as mutual advisory bodies in matters pertaining to common concerns and interests.

6. The Board of Trustees is hereby empowered to organize or cause the organization of the staff of the PCAS and to effect whatever changes in the position titles of the personnel as may be necessary.

7. The Board of Regents and the Board of Trustees are hereby further instructed to implement the provisions of Presidential Decree No. 342 not otherwise specifically mentioned in this document.

Done in the City of Manila, this 29th day of March in the year of our Lord one thousand nine hundred and seventy-four.

(SGD.) FERDINAND E. MARCOS

Appendix "KK"

PRESIDENTIAL DECREE NO. 457

MALACAÑANG
MANILA

AUTHORIZING THE UNIVERSITY OF THE PHILIPPINES AT LOS BAÑOS TO ACQUIRE BY NEGOTIATED SALE OR BY EXPROPRIATION CERTAIN PRIVATE PROPERTIES FOR THE EXPANSION OF AGRICULTURAL RESEARCH PROGRAMS AND APPROPRIATING THE NECESSARY FUNDS THEREFOR.

WHEREAS, the University of the Philippines at Los Baños (UPLB) and the International Rice Research Institute (IRRI) are in urgent need of additional lands for the expansion of their agricultural research programs especially on rice and multiple cropping;

WHEREAS, the present world food crisis which affects the Philippine economy demands that the University of the Philippines at Los Baños and the International Rice Research Institute intensify their research projects to increase food production;

WHEREAS, there are private agricultural lands adjacent to the research center of the University of the Philippines at Los Baños and the International Rice Research Institute which are suitable for the purpose and listed in Schedule "A" of this Decree.

NOW, THEREFORE, I, FERDINAND E. MARCOS, President of the Philippines, by virtue of the powers in me vested by the Constitution, do hereby decree and order the following as part of the law of the land:

SECTION 1. The University of the Philippines at Los Baños is hereby authorized to acquire by negotiated sale or by expropriation the private agricultural properties described in Schedule "A" of this Decree for the expansion of the agricultural research programs of the University and the International Rice Research Institute.

SEC. 2. The acquisition cost of the properties including existing permanent trees shall, in case of negotiated sale, be in the amount of Twelve Thousand Five Hundred (P12,500.00) Pesos per hectare while permanent building shall be compensated in accordance with th market value fixed by the Provincial Assessor, the provisions of the Presidential Decree No. 76 notwithstanding, and if by expropriation proceedings, such cost for the lands and buildings shall be in accordance with Presidential Decree No. 76. In both cases, for the dispossession of the bona-fide tenant-tillers from their farmholdings they shall be compensated in the amount of Twelve Thousand Five Hundred (P12,500.00) Pesos per hectare and they shall be given a free homelot of Five Hundred (500) square meters each to be located in the barrio site to be set aside by the University of the Philippines at Los Baños. The other landless occupants in the area shall be given the option to purchase in the barrio site a homelot of not more than (500) square meters each at One Peso and Twenty Five Centavos (P1.25) per square meter.

SEC. 3. In the event of acquisition by expropriation the University of the Philippines at Los Baños shall take immediate possession of the properties involved as soon as the requisites of Presidential Decree No. 42 are complied with.

SEC. 4. The Bureau of Lands shall execute the subdivision survey of the homelots of the tenant-tillers mentioned in Section 2 hereof on the basis of a subdivision survey to be prepared by the University of the Philippines at Los Baños. The University shall upon approval of the subdivision survey, immediately execute the corresponding deeds of conveyances of the homelots to th tenant-tillers and shall at its own expense cause the registration thereof in the name of the tenant-tillers and landless occupants who opted to buy homelots. The Department of Agrarian Reform, the Department of Social Welfare, the National Cottage Industries Development Authority, the Presidential Assistant on Housing Resettlement Agency, and the Armed Forces of the Philippines shall extend full assistance in the relocation and rehabilitation of the tenant-tillers and the landless occupants who opted to buy homelots.

SEC. 5. The University of the Philippines at Los Baños shall be exempt from registration fees for the acquisition of titles to the properties as well as for the issuance of individual titles to the tenant-tillers and landless occupants who opted for homelots. Should expropriation proceedings be resorted to, the University shall likewise be exempt from all court fees.

SEC. 6. The landowners are hereby exempted from payment of capital gains tax and the tenant-tillers from any tax on the compensation prescribed in this Decree.

SEC. 7. There is hereby appropriated the sum of Eight Million Five Hundred Thousand Pesos (P8,500.000.00) to carry out the purposes of this Decree.

SEC. 8. The University of the Philippines at Los Baños shall promulgate the rules and regulations to implement this Decree.

SEC. 9. All laws, decrees, rules and regulations contrary to or inconsistent herewith are hereby amended or repealed accordingly.

SEC. 10. This Decree shall take effect immediately.

DONE in the City of Manila, this 15th day of May, in the year of Our Lord, nineteen hundred and seventy-four.

(Sgd.) FERDINAND E. MARCOS
President of the Philippines

"SCHEDULE A"

PRIVATE AGRICULTURAL PROPERTIES TO BE ACQUIRED BY NEGOTIATED SALE OR BY EXPROPRIATION FOR THE EXPANSION OF THE AGRICULTURAL RESEARCH PROGRAMS OF THE UPLB-IRRI

Name of Owner	TCT No.	Lot No.	Area in Sq. M.	Location
1. LUIS A. YULO	a) (T-53322) T-7787	C-2-A-1-B	49,892	Bay, Laguna
	b) (T-53323) T-7788	C-2-A-1-C	318,777	Bay, Laguna

2.	EDMUNDO R. LOPEZ	a) (T-42480 T-10037	B-2-D-3-C	2,500	Bay, Laguna
		b) (T-18685) T-2763	C-2-D-2	206,667	Bay, Laguna
		c) (T-42472) T-10029	D-2-C-3	30,729	Los Baños
		d) (T-42475) T-10032	D-2-C-6	30,729	Los Baños
3.	JOSE R. LOPEZ	a) (T-18684) T-2762	C-2-B-1	206,676	Bay, Laguna
		b) (T-42481) T-10038	D-2-D-3-D	2,500	Bay, Laguna
		c) (T-42470 T-10027	D-2-C-1	30,729	Los Baños
		d) (T-42474) T-10031	D-2-C-5	30,730	Los Baños
4.	EUGENIA R. LOPEZ	a) (T-42478) T-10035	D-2-D-3-A	2,500	Bay, Laguna
		b) (T-42471) T-10028	D-2-C-2	30,729	Los Baños
		c) (T-42476) T-10033	D-2-C-7	30,729	Los Baños
		d) (T-25410) T-12998	B-2-D-2	10,000	Bay, Laguna
		e) (T-18687) T-2764	B-2-A	40,002	Bay, Laguna
5.	FRANCISCO R. LOPEZ	a) (T-42479)	D-2-D-3-B	2,500	Bay, Laguna
		b) (T-18686)	C-2-B-3	206,663	Bay, Laguna
		c) (T-42473) T-10030	D-2-C-4	30,729	Los Baños
		d) (T-42477) T-10034	D-2-C-8	30,729	Los Baños
6.	LUCIA HERBOSA) LUIS HERBOSA) LUCINA V. VDA.) DE HERBOSA	(T-50243) T-23126	B-2-E-1	260,000	Bay, Laguna
7.	MARIANO HERBOSA	(T-69731) T-26862	B-2-E-2-A	130,000	Bay, Laguna
8.	ENRIQUE HERBOSA	(T-69733) T-26864	B-2-E-3-A	137,929.50	Bay, Laguna
9.	ESTANISLAO HERBOSA	(T-69732) T-26863	B-2-E-2-B	130,000	Bay, Laguna
10.	FRANCISCO HERBOSA	(T-26865)	B-2-E-3-B	137,929.50	Bay, Laguna
11.	MRS. CARIDAD CRUZ-SYQUIA	(T-54033) T-21312	D-1	799,998	Bay, Laguna
12.	MRS. YOLANDA BATISTA-YATCO	(T-32452)	C-2-A-2-B	99,775	Bay, Laguna
13.	MRS. TERESITA BATISTA-ESTRELLA	(T-32454)	C-2-A-2-A	99,775	Bay, Laguna
14.	TAGALOG EQUIPMENT TRADING CORPORATION	T-34302	C-2-A-3	199,551	Bay, Laguna
15.	KASAGANAAN DEVELOPMENT CORPORATION	T-70100	D-2-B	40,000	Los Baños
16.	PE CRUZ VDA. DE GONZALES	(T-41670) T-18490	C-2-A-1-A	30,881	Bay, Laguna

Appendix "LL"

UNIVERSITY OF THE PHILIPPINES
AT LOS BAÑOS
IMPLEMENTING RULES AND REGULATIONS,
Adopted at 846th B/R, May 30,
1974)
(Re: Presidential Decree No. 457)

Pursuant to Section 8 of Presidential Decree No. 457 dated 15 May 1974 the following rules and regulations are hereby promulgated to govern the acquisition by the University of the Philippines at Los Baños (UPLB) of certain private properties covered by the said decree either be negotiated sale or by expropriation.

I. Acquisition by Negotiated Sale

Section 1. - It shall be the policy of UPLB to try to acquire all of the properties covered by Presidential Decree No. 457 through negotiated sale rather than by expropriation since this is more expeditious and less burdensome both to the owners and tenant tillers of the properties and to UPLB. Towards this end, the UPLB shall immediately initiate negotiations with all the owners concerned to effect the negotiated sale of all of the said properties to UPLB as soon as possible.

Section 2. - The owners of the aforementioned properties shall be given all the opportunity to negotiate the sale of their properties to UPLB and sign appropriate deeds of sale therefor up to June 30, 1974. After the aforesaid date, UPLB shall taminate all negotiations with the owners and immediately institute proceedings for the expropriation of all such properties for which no deeds of sale have been signed by their respective owners.

Section 3. - Payment of the amount due to the owners as provided in Presidential Decree No. 457 shall be made as soon as a Deed of Sale of each property is signed by the respective owners.

Section 4. - Payment of the amound due to the tenant-tiller(s) as provided in Presidential Decree No. 457 shall be made only when a Deed of Sale of the land where such tenant-tiller(s) has his farmholding has been signed by the owner and upon his complete vacation of the property being purchased in relation to his relocation as provided by the Presidential Decree. In this connection, the list of tenant-tillers and the respective areas of their farmholdings as prepared by the Department of Agrarian Reform which is hereto attached as Annex "A" and made an integral part of these rules and regulations shall be presumed to be complete and correct unless there is clear and convincing proof to the contrary.

Section 5. - All properties acquired by negotiated sale shall immediately be registered in the name of the University of the Philippines System. a/

II. Expropriation

Section 6. - All properties covered by Presidential Decree No. 457 for which no deed of sale has been signed by their owners as of June 30, 1974, shall be the subject of expropriation proceedings in favor of UPLB.

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a/ As amended at 848th B/R meeting, 27 June 1974

Section 7. - The Solicitor General shall be requested to file the necessary complaints for Eminent Domain, for and in behalf of UPLB.

Section 8. - Payment of the amount due the tenant-tiller(s) whose farmholding(s) are in a property subject of expropriation proceedings shall be made only after UPLB has deposited the money with the Philippine National Bank and has taken actual possession of the property.

III. Barrio Site for Homelots of Tenant-Tillers and Landless Occupants

Section 9. - UPLB shall set aside an area of approximately 20 hectares as a barrio site for the tenant-tillers and landless occupants who will be dispossessed by virtue of the acquisition by UPLB of the properties covered by Presidential Decree No. 457.

Section 10. - UPLB shall prepare a subdivision survey plan of the barrio site which will indicate the location of proposed roads, other public areas and homelots of 500 sq.m. each.

Section 11. - UPLB shall submit the subdivision survey plan it has prepared to the Bureau of Lands which shall execute a subdivision survey of the homelots based on the subdivision survey submitted by UPLB. In its subdivision survey, the Bureau of Lands shall assign lot numbers to each of the 500-square meter homelots.

Section 12. - Each of the tenant-tillers of record on the properties covered by Presidential Decree No. 457 shall be given a free homelot of 500 square meters in the barrio site.

Section 13. - All of the landless occupants of record on the properties covered by Presidential Decree No. 457 shall be given the option to purchase a 500-square meter homelot in the barrio site. The said landless occupants shall be given up to June 30, 1974 within which to exercise their option to purchase. In this connection, the list of the landless occupants in the properties covered by Presidential Decree No. 457 as prepared by the Department of Agrarian Reform which is attached hereto as Annex "B" and made an integral part of these rules and regulations shall be presumed to be complete and correct unless there is clear and convincing proof to the contrary.

Section 14. - All of the tenant-tillers shall be informed that the award of a free homelot of 500 meters to each of them shall be subject to the following conditions:

a. That the tenant-tiller is required to build a house on his homelot within one year after the issuance to him of the title to the homelot and use the same as his residence, otherwise UPLB shall have the right to repurchase the homelot from the tenant-tiller at P1.25 per square meter.

b. That the tenant-tiller shall not sell or otherwise encumber his homelot for at least 20 years from and after the issuance of the title to him, Provided, however, that the tenant-tiller may sell his homelot at any time to UPLB at fair market value as specified by Presidential Decree No. 76,

Section 15. - All the landless occupants shall likewise be informed that their option to purchase a 500-square meter homelot shall be subject to the same conditions specified in Section 14 a and b.

Section 16. In determining which of the homelots shall be awarded to each of the tenant-tillers, a system of lottery shall be used wherein each of the available homelots shall be assigned a number. The corresponding numbers of the homelots shall be placed in a box and on a scheduled time and date, a lottery be held wherein each of the tenant-tillers shall be required to draw a number from the said box in order to determine which of the homelots shall be awarded to him.

Section 17. - After June 30, 1974, when it has been determined who among the landless occupants have opted to purchase a 500-square meter homelot, a lottery similar to the procedure described in the preceding paragraph shall also be held.

Section 18. -The UPLB shall immediately register with the Register of Deeds of the Province of Laguna the homelots awarded free to the tenant-tillers as well as the homelots purchased by the landless occupants in their respective names. The titles to the homelots shall contain an annotation of the restrictions of ownership of these homelots as provided in Section 14 and 15 of these rules and regulations.

Section 19. - All the amounts to be paid by landless occupants as the purchase price of their homelots shall accrue to UPLB.

IV. Employment Opportunities for Tenant-Tillers and Immediate Family Members

Section 20. As a form of assistance to the tenant-tillers of the properties covered by Presidential Decree No. 457 who will be dispossessed when UPLB acquires the said properties, applications for employment of the said tenant-tillers at UPLB or IRRI shall be given preference, as long as they are qualified for the positions to be filled and subject to the recruitment policies and procedures of UPLB or IRRI as the case may be, and provided further that such tenant-tillers, when actually employed by UPLB or IRRI shall be subject to the employment policies, rules and regulations of UPLB or IRRI, particularly those regarding the rate of pay, employee's privileges and employee's obligations, just like any other employee of UPLB or IRRI.

Section 21. UPLB and IRRI shall coordinate with each other in considering the employment of tenant-tillers.

V. Relocation and Rehabilitation of Tenant-Tillers and Landless Occupants

Section 22. Upon acquiring the properties covered by the Presidential Decree No. 457, either by negotiated sale or by expropriation, and after taking possession thereof, UPLB shall allow the landowners, lessees or tenant-tillers to harvest any of their respective standing annual crops in areas not immediately needed for experimentation and infrastructure development. Areas with standing crops, so affected, will be compensated based on the amount actually

spent on the said standing crops. UPLB shall also give them enough time to transfer their houses out of the area to be acquired to their respective homelots in the barrio site or to some other location. a/

Section 23. - In developing the barrio site for the tenant-tillers and the landless occupants, UPLB shall see to it that appropriate roads inside the barrio site as well as an access road from the barrio site to the nearest municipal road are constructed.

Section 24. - UPLB shall also provide a source of potable water supply for the barrio site by constructing artesian wells at appropriate places inside the barrio site.

Section 25. - The Department of Agrarian Reform, the Department of Social Welfare, the National Cottage Industries Development Authority, the Presidential Assistant on Housing Resettlement Agency and the Armed Forces of the Philippines, shall extend full assistance in the relocation and rehabilitation of the tenant-tillers and the landless occupants. The UPLB shall, as early as possible, convene a meeting of the heads of these government agencies or their representative in order to determine the nature and extent of assistance each of these agencies could extend to the tenant-tillers and landless occupants and to formulate an integrated assistance program for the relocation and rehabilitation of the said tenant-tillers and the landless occupants.

VI. Other Provisions

Section 26. - The Chancellor of UPLB is hereby authorized to issue supplementary rules and regulations in pursuance to the decree and these implementing rules and regulations.

Section 27. - These rules and regulations shall take effect immediately.

a/ As amended at the 848th B/R meeting on 27 June 1974.

Appendix "MM"

NEW U.P. SALARY SCALE
(Approved by the Board of Regents at its 851st Meeting on 29 August 1974 Pursuant to Budget Circular No. 240 on 10% Salary Increases earlier Ordered by President Ferdinand E. Marcos effective 1 July 1974)

FACULTY

Rank		Annual	Monthly
INSTRUCTOR	I	9,180	765
	II	9,708	809
	III	10,296	858
	IV	10,956	913
	V	11,820	985
	VI	13,008	1,084
ASST. PROF.	I	13,008	1,084
	II	13,800	1,150
	III	14,652	1,221
	IV	15,576	1,298
	V	16,572	1,381
	VI	17,628	1,469
	VII	18,684	1,557
	VIII	19,740	1,645
ASSOC. PROF.	I	17,100	1,425
	II	18,084	1,507
	III	19,272	1,606
	IV	20,460	1,705
	V	21,780	1,815
	VI	23,232	1,936
	VII	24,468	2,039
	VIII	26,136	2,178
PROFESSOR	I	21,192	1,766
	II	22,440	1,870
	III	23,892	1,991
	IV	25,416	2,118
	V	27,120[a]	2,260
	VI	28,920[a]	2,410
	VII	30,900[a]	2,575
	VIII	33,120[a]	2,760
UNIV. PROF.		44,400[a]	3,700

OBSOLETE

[a]This has been adjusted by P2,400 only as prescribed in Budget Circular No. 240 dated July 22, 1974.

ACADEMIC NON-TEACHING

Designation	Step	Annual	Monthly
Research Aide	1	4,560	380
	2	4,836	403
	3	5,124	427
	4	5,436	453
	5	5,748	479
	6	6,096	508

Designation	Step	Annual	Monthly
Law Research Aide	1	6,816	568
Research Assistant	2	7,212	601
Training Assistant	3	7,632	636
	4	8,088	674
	5	8,556	713
	6	9,060	755
Law Research Assistant	1	8,088	674
Librarian I	2	8,556	713
Senior Research Asst.	3	9,060	755
Senior Training Asst.	4	9,588	799
	5	10,140	845
	6	10,728	894
Admissions Associate	1	9,060	755
Guidance Associate	2	9,588	799
Librarian II	3	10,140	845
Research Associate	4	10,728	894
Training Associate	5	11,340	945
	6	12,000	1,000
Admissions Specialist I	1	10,728	894
Editor of Legal Pub. I	2	11,340	945
Guidance Counselor I	3	12,000	1,000
Law Researcher I	4	12,708	1,059
Legal Aid Attorney I	5	13,440	1,120
Legal Edu. Officer I	6	14,220	1,185
Management Specialist I			
Medical Researcher I			
Programmer I			
Researcher I			
Science Edu. Specialist I			
Training Specialist I			
Librarian III	1	12,000	1,000
	2	12,708	1,059
	3	13,440	1,120
	4	14,220	1,185
	5	15,036	1,253
	6	15,900	1,325
Admissions Specialist II	1	13,440	1,120
Guidance Counselor II	2	14,220	1,185
Editor of Legal Pub. II	3	15,036	1,253
Law Researcher II	4	15,900	1,325
Legal Aid Attorney II	5	16,800	1,400
Legal Edu. Officer II	6	17,748	1,479
Management Specialist II			
Programmer II			
Researcher II			
Science Edu. Specialist II			
Training Specialist II			
Librarian IV	1	15,900	1,325
	2	16,800	1,400
	3	17,748	1,479
	4	18,744	1,562
	5	19,800	1,650
	6	20,928	1,744

OBSOLETE

Designation	Step	Annual	Monthly
Editor of Legal Publications III	1	16,800	1,400
Executive Dev. Officer I	2	17,748	1,479
Law Researcher III	3	18,744	1,562
Legal Aid Attorney III	4	19,800	1,650
Legal Edu. Officer III	5	20,928	1,744
Management Specialist III	6	22,116	1,843
Researcher III			
Science Edu. Specialist III			
Systems Programmer I			
Training Specialist III			
Admissions Specialist III			
15,264 16,128 17,040		18,000 19,020	20,100
Editor of Legal Publications IV	1	20,928	1,744
Executive Dev. Officer II	2	22,116	1,843
Law Researcher IV	3	23,364	1,947
Legal Aid Attorney IV	4	24,684	2,057
Legal Edu. Officer IV	5	26,088[a]	2,174
Librarian V	6	27,456[a]	2,288
Registrar			
Researcher IV			
Science Edu. Specialist IV			
Systems Programmer II			
Training Specialist IV			
Admissions Specialist IV			
19,020 20,100 21,240		22,440 23,712	25,056
Univ. Guidance Counselor	1	23,364	1,947
Univ. Librarian	2	24,684	2,057
	3	26,088[a]	2,174
	4	27,456[a]	2,288
	5	28,872[a]	2,406
	6	30,360[a]	2,530

OBSOLETE

[a]This has been adjusted by P2,400 only as prescribed in Budget Circular No. 240 dated July 22, 1974.

LECTURERS

Rank	Regular Rates
a. Lecturer	1. P14.30 per hour of actual service P55.00 for each final examination
	2. P16.50 per hour of actual service P55.00 for each final examination
b. Senior Lecturer	1. P19.80 per hour of actual service P66.00 for each final examination
	2. P22.00 per hour of actual service P66.00 for each final examination

*/ Eqe updated version, 3 Sept 1982, prepared by OIS, of RATES OF COMPENSATION, QUALIFICATION STANDARDS AND RULES GOVERNING THE APPOINTMENT OF NON-REGULAR MEMBERS OF THE FACULTY.

c. Professorial Lecturer	1.	₱27.50	per hour of actual service
		77.00	for each final examination
	2.	₱33.00	per hour of actual service
		77.00	for each final examination
	3.	₱38.50	per hour of actual service
		77.00	for each final examination

Special Rates

d. Special Lecturer	₱22.00	per hour of actual service
	27.50	per hour of actual service
	33.00	per hour of actual service
	38.50	per hour of actual service
	44.00	per hour of actual service
	49.50	per hour of actual service
	55.00	per hour of actual service
	60.50	per hour of actual service
	66.00	per hour of actual service
	71.50	per hour of actual service
	77.00	per hour of actual service
	82.50	per hour of actual service
	88.00	per hour of actual service
	93.50	per hour of actual service
	99.00	per hour of actual service
	104.50	per hour of actual service
	110.00	per hour of actual service
	115.50	per hour of actual service
	121.00	per hour of actual service
	126.50	per hour of actual service
	132.00	per hour of actual service
	137.50	per hour of actual service
	143.00	per hour of actual service
	148.50	per hour of actual service
	154.00	per hour of actual service
	159.50	per hour of actual service
	165.00	per hour of actual service

Note: The schedule of overload teaching honoraria presented in I below is already obsolete.

HONORARIUM RATES FOR OVERLOAD TEACHING AND TEACHING AT THE U.P. AT CLARK AIR BASE

I. Honorarium Rates for Overload Teaching

Rank	Day Program	Night Program
Instructor	176.00/unit	214.50/unit
Asst. Prof.	187.00	231.00
Assoc. Professor	203.50	253.00
Professor	225.50	286.00

II. Honorarium Rates for Faculty Assigned to Teach in the U.P. at Clark Air Base

Rank	
Instructor	286.00/unit
Asst. Professor	313.50
Assoc. Professor	346.50
Professor	385.00

HOURLY RATES

Student Assistants and other Employees on Hourly Basis..... ~~1.65~~/Hr. 2.00
Graduate Assistants..... ~~3.10~~/Hr. 4.00

→ Canceled at 87th B/R meeting held on 28 Oct. 1976.

SALARY SCALE FOR ADMINISTRATIVE PERSONNEL

Range	1st step	2nd step	3rd step	4th step	5th step	Longevity Steps 1st step	Longevity Steps 2nd step
1	3744 (312)*	3996 (333)	4260 (355)	4536 (370)	4824 (402)	5124 (427)	5448 (454)
2	4260 (355)	4536 (370)	4824 (402)	5124 (427)	5448 (454)	5772 (481)	6120 (510)
3	4824 (402)	5124 (427)	5448 (454)	5772 (481)	6120 (510)	6468 (539)	6840 (570)
4	5448 (454)	5772 (481)	6120 (510)	6468 (539)	6840 (570)	7236 (603)	7656 (638)
5	6120 (510)	6468 (539)	6840 (570)	7236 (603)	7656 (638)	8112 (676)	8580 (715)
6	7236 (603)	7656 (638)	8112 (676)	8580 (715)	9084 (757)	9612 (801)	10164 (847)
7	8580 (715)	9084 (757)	9612 (801)	10164 (847)	10752 (896)	11376 (948)	
8	10164 (847)	10752 (896)	11376 (948)	12036 (1003)	12732 (1061)	13464 (1122)	
9	12036 (1003)	12732 (1061)	13464 (1122)	14244 (1187)	15072 (1256)	15924 (1327)	
10	14244 (1187)	15072 (1256)	15924 (1327)	16824 (1402)	17772 (1481)	18780 (1565)	
11	17772 (1481)	18780 (1565)	19836 (1653)	20952 (1746)	22140 (1845)	23400 (1950)	
12	22140 (1845)	23400 (1950)	24720 (2060)	26112 (2176)	27480 (2290)	28896 2408)	

*Figures in parentheses represent monthly rate.

The above scale is now OBSOLETE

DAILY RATES

£ 8.00
9.90
11.00
12.10
12.35
13.20
13.55
14.30
14.75
15.95
16.50
17.20

Appendix "NN"

LIBRARY RULES AND REGULATIONS
(As of May 31, 1972)

I. ORGANIZATION AND OFFICERS

1. The UNIVERSITY LIBRARY includes all books, periodicals, pamphlets, phonorecords, slides, tapes, films and other graphic or audio-visual materials obtained by the general library or by any other unit of the University through purchase, exchange, gifts or otherwise for university purposes.

2. The University Library consists of:

   (a) The Main Library
   (b) The College, School and Departmental libraries
   (c) The collections, which are not privately owned, deposited in the President's Office and other administrative offices of the University.

3. The college, school, or departmental libraries are formed and maintained under the following conditions:

   a) These libraries severally contain books specially needed in connection with the work of instruction and research of a particular department, or group of departments, school, or college of the University. Their collections are confined to subject fields determined and defined by the University Library Board. They shall not attempt to develop a general library. However, such books as are needed frequently enough to warrant their duplication may be allowed. Any college, school, or departmental library may, as the need arises, use the facilities of the Main Library and other libraries of the University.

   b) A Union Catalog is provided for the entire University Library collections. With some exceptions, these books and non-book materials are cataloged and classified according to the Library of Congress system. Each college, school and departmental library shall have its own card catalog.

   c) College, school and departmental libraries are subject to the general rules of the libraries. Special rules proposed for any of these libraries shall be reported by the unit concerned to the University Library Board, through the University Librarian, for approval. In the intervals between the meetings of the Library Board, such rules may be authorized by the University Librarian.

4. These Libraries are under the general charge and supervision of the University Librarian, who is appointed by the Board of Regents and who is, under the President, the chief executive officer of the Libraries.

5. Other Library officers are (a) the members of the University Library Board and of its sub-committees; (b) the Librarians of the different college, school and departmental libraries. Except as otherwise provided for, the administrative officers of the University Libraries are recommended to the Board of Regents through the President, by the concurrent action of

the University Librarian and the Dean or director of the College or School concerned. Other members of the staff are appointed by the Board of Regents upon the recommendation, through the President, by the University Librarian.

6. The University Library Board shall be composed of the President, as Chairman ex-officio, the University Librarian, as Secretary ex-officio, and nine (9) other members appointed by the President from among the Faculties and chosen broadly from the Humanities, the Social Sciences, the Physical and Biological Sciences, and the professional schools. (As amended at 801st B/R, 10-21-70, p. 50)

7. The Unit libraries now existing are the following:

1) The Main Library

The Libraries of:

2) The College of Agriculture
3) The College of Business Administration
4) The College of Dentistry
5) The College of Education
6) The College of Engineering
7) The College of Fisheries
8) The College of Forestry
9) The College of Home Economics
10) The College of Law
11) The College of Medicine
12) The College of Music
13) The College of Nursing
14) The College of Pharmacy
15) The College of Public Administration
16) The College of Veterinary Medicine
17) The Institute of Library Science
18) The Institute of Mass Communication
19) The Institute of Planning
20) The Population Institute
21) The Institute of Public Health
22) The Manila Extension Division
23) The Elementary School
24) The Preparatory School
25) The University High School
26) The School of Economics
27) The Asian Center
28) The Asian Labor Education Center
29) The Statistical Center
30) The Philippine Executive Academy
31) The U.P. at Baguio
32) The U.P. at Iloilo
33) The U.P. at Tarlac
34) The Department of Geology and Geography
35) The Department of Physical Education

8. These libraries shall be administered and supervised by Librarians who have had training in library science or successful experience in library work.

9. Subject to changes and/or additions which may hereinafter be instituted, the Administrative Divisions of the University Library are:

1) Acquisitions Division:

a) Order Section
b) Gifts and Exchange Section

2) Binding and Printing Division
3) Catalog Division
4) Circulation Division
5) Filipiniana Division
6) Humanities and General Reference Division
7) Serials and Documents Section
8) Social Science Division

II. DISTRIBUTION OF BOOK FUNDS

10. The allocation of book funds shall be based upon demonstrated need of library development. The different colleges, schools and departments shall submit their book budget estimates with justifications to the Library not later than June 30th of each year.

III. ACQUISITION DIVISION

11. The Acquisition Division is the agency of the Library charged with the procurement of books and other library materials by purchase, and under certain exceptions, also by gifts and exchange. It is likewise the central procurement agency where requests by the different university libraries for the purchase and subscription of library materials are cleared.

12. An order for a duplicate of a book already owned by the libraries shall include a justification for its purchase, and the University Librarian shall approve such order only upon information from the unit concerned that a duplicate is desired.

13. Books acquired by gift or exchange are assigned by the University Librarian to the Main Library or to any other Library, subject in the case of gifts, to the conditions under which they have been accepted from the donor. The decision of the Librarian in this regard may be appealed to the University Library Board.

IV. USE OF LIBRARIES AND SERVICES TO READERS

14. The resources of the Main Library and those of the branch libraries are open to the following, subject to the rules and regulations governing their use:

a) All bona fide members (students and employees) of the University.

b) Former members of the Faculties, alumni, and former students of the University who were honorably discharged.

c) Members of other educational institutions and other private individuals, if permitted by the regulations of a particular library, or, in special cases, if granted the privilege by the University Librarian, or, in respect to a given library, by the Branch Librarian.

d) Scholars visiting the University of the Philippines.

e) Officers of other libraries extending their facilities to the University of the Philippines.

15. Persons entitled to the use of the Libraries are required to register their names, residence, occupation and telephone number.

CIRCULATION OF BOOKS: GENERAL RULES

16. No library material of any kind may be taken from any library by any person unless record of withdrawal is made thereof. Any person drawing a book from the libraries, or having it charged against him for use is held accountable for it until its return.

17. Reference and reserved books, and other special collections are to be used in the libraries only.

18. Periodicals are used in the Libraries only. Exception is made in the case of Regents, administrative officers, and members of the Faculties who may draw issues other than the last for a period of one (1) week, subject to renewal.

19. Subject to the rules on circulation and the general regulations of the libraries, members of the University (Regents, administrative officers, members of the Faculties, duly registered students and employees) have the privilege of drawing books from the University libraries.

20. No person not a member of the Board of Regents or of the faculties may hold a loan from any library more than five volumes at one time. This limitation does not apply to books drawn on Faculty orders. In exceptional cases a student engaged in research may be allowed to exceed this number at the discretion of the officer in charge.

21. In respect to circulation, books are of four (4) classes, and are used under the following rules:

A) General encyclopedias, dictionaries and various other reference books are reserved for use in the Library only. They are not to be taken out of the Libraries.

B) Books placed in reserve for use in the reading room. These reserved books are lent for use in the reading room only and are subject to recall one (1) hour after they are issued.

C) Books in special collections (Filipiana, etc.) are to be used in the Library only (Filipiniana Reading Room). Infraction of this rule will mean a fine of P1.00 for the first offense, and/or suspension for two weeks of library privileges.

D) Books not falling under any of the above classes are given out for home use. Books open to general circulation may be drawn for two (2) weeks for non-fiction, and one (1) week for fiction. Any book so drawn is subject to immediate recall if needed in the Library for purposes of research. Loan of any book under this class is renewable for two (2) weeks for non-fiction and one (1) week for fiction.

22. a) Regents of the University and members of the Faculties have the privilege of drawing not more than 5 books of Class D (Rule 21) for a period of 15 days, renewable for another 15 days from any of the libraries having such books.

b) Books drawn during the first semester may be once renewed for the second semester, if not needed by others having the same privilege. But another application for those books has prior claim over that of the person who has held them for thirty (30) days.

c) Any one desiring to use in the library a book drawn out by a member of the Faculties should notify the officer in charge of circulation who may then request the immediate return of the book to the library.

d) Near the end of each semester each person drawing books under this rule is notified to return all materials charged to him. Books drawn in the first semester are either returned or re-charged at the library. Books drawn during the second semester must be returned without renewal of loan till after they are checked for the yearly inventory.

23. Duplicates of books may be drawn from the libraries for permanent keeping in laboratories and departments. They are to be under the care of the head of the department, or any other person so designated by him, who shall be responsible for the books so drawn. Access to those books shall not be denied to other faculty members and students in any department.

STACK PRIVILEGES

24. Stack privileges are extended to :

a) Faculty members, who do not need admission cards to enter the book stacks, but must however identify themselves to the Circulation personnel.

b) Graduate students, who will be issued admission cards upon application at the Circulation desk.

c) Undergraduate honors students upon proper certification by their respective Deans or College Secretaries.

d) Students of senior standing who are assigned to write term papers needing extensive research, upon proper certification by their respective faculty advisers.

USE OF LIBRARY BY NON-MEMBERS OF THE UNIVERSITY

25. Visiting scholars, researchers, alumni and former students honorably discharged from the University may, on the discretion of th Librarian, use the Library resources within library premises. However, graduate students and researcher from other institutions, local or foreign, and other individuals intending to use the facilities of the Library regularly, for a semester, may be granted the privilege upon the

recommendation of a responsible University official and upon payment of a library fee of seventy-five pesos (P75.) for a semester or a portion thereof and fifteen pesos (P15.00) for the summer session or portion thereof, provided that, in the case of those who want to avail of special materials, e.g., microfilms, microfiche, microcard, etc., the use of which requires special equipment, e.g., micro-readers, microreader-printers, etc., an additional fee shall be charged at the rate of one peso (P1.00) a day or a portion thereof. (811th B/R, July 29, 1971).

INTER-LIBRARY LOANS

26. The University libraries may lend books to other libraries under the following conditions:

a) When the resources and the needs of the University community allow this arrangement.

b) When the policies of other libraries permit such arrangement.

c) Application in writing must be made by the Librarian of the library requesting the loan.

d) Books loaned out are charged similar to ordinary loans but by or in the name of the Librarian requesting the loan.

e) Books may be kept for two (2) weeks, renewable once, but may be recalled at any time when materials are needed.

RETURN AND RECALL OF BOOKS

27. For reasons deemed sufficient, any book on loan may be recalled at any time.

28. (a) Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it within thirty (30) days or pay its current value together with accrued fines which in no case shall exceed the current value plus a processing fee of ten pesos (P10). If the book is out of print, thecost of a xerographic copy plus binding cost shall be charged in lieu of current value.

(b) Any person who loses or fails to return a periodical after recall shall either replace it within thirty (30) day or pay its current value, provided that in no case shall th amount collected be less than twenty pesos (P20). If the periodical is out of print, the cost of a xerographic copy shall be charged plus binding cost. (820th B/R, May 31, 1972).

V. FINES AND PENALTIES

29. Any person who fails to return any book open to general circulation on its due date or after recall shall pay a fine of P0.50 a day for the first ten (10) days and P1.00 a day thereafter. (820th B/R, May 31, 1972).

30. On reserved books (RULE 21B) fines are levied according to the following schedule: For the first hour or a fraction thereof after the hour appointed for return, twenty-five centavos (P0.25); for each hour after the first, ten centavos (P0.10); for each full day, one peso (P1.00).

31. a) For failure to return to the charging desk a book from the general collection, which is drawn for use in the reading room, the fine is twenty-five centavos (P0.25) a day.

b) For failure to return within forty-eight (48) hours a book recalled for reasons deemed sufficient, the fine is fifty centavos (P0.50) per day or a fraction thereof.

MUTILATION AND THEFT CASES

32. Any student who shall deface, mutilate, appropriate for himself, or steal any library material or property shall be required to replace the same or pay the replacement and processing costs therefor and shall be subject to a fine of not less than fifty pesos (P50.00) nor more than three hundred pesos (P300.00) to be determined by the Librarian without prejudice to the imposition, in appropriate cases, of the additional penalty of suspension or expulsion upon the recommendation of the Librarian to the President, through the Dean concerned. (820thB/R, May 31, 1972).

33. Lending the library personal identification card, or a book borrowed on it, may subject the owner of the card to a fine of one peso (P1.00) for the first offense, and at the discretion of the Librarian, on second offense, suspension of library privileges for not more than two (2) weeks.

34. Loss of identification card must be reported immediately to the Library. A duplicate identification card may be issued only upon submission of an affidavit of loss duly notarized, and upon payment of the cost of the card.

35. Unnecessary noise, loud conversations and eating within the library premises is strictly prohibited. Violation of this provision is, at the discretion of the Librarian, subject to suspension of library privileges for not more than two (2) weeks.

36. No student, who refuses or fails to settle outstanding library accounts, shall:

a) be allowed to register;
b) permitted to use the University libraries;

c) receive honorable dismissal from the University (820th B/R, May 31, 1972).

37. Any person not a member of the University violating these regulations may, at the discretion of the Librarian, be excluded from the privilege of using any or all the libraries of the University either temporarily or permanently depending upon the gravity of the offense.

38. All breaches of discipline in the Main Library shall be reported to the University Librarian and those in the branch libraries, to the respective Deans or Directors, who shall, after due investigation, settle the matter. The Librarian is empowered to suspend the library privileges of an offender for a period not to exceed two (2) weeks. However, should the Librarian decide that the offender be suspended for more than two weeks from all classes, or dismissed or expelled, report shall be made, through the President, to the Executive Committee of the University Council, who after notice to all parties concerned and after hearing the same, shall render final judgment.

39. Violation or infraction of the rules and regulations of the University libraries shall not be excused on the plea of ignorance.

Appendix "OO"

AMENDMENT TO U.P. ADMINISTRATIVE FELLOWSHIP PROGRAM (845th B/R, April 25, 1974)

The Board approved amendments to the U.P. Administrative Fellowship Program, per recommendation of the Administrative Fellowship Committee, such that:

a. the manner of payment for tuition and other fees be made directly to the college wherein the grantee will enroll;

b. the allowance for books and school supplies be increased from P300.00 to P600.00 annually for the undergraduate and graduate levels; and

c. the allowance for miscellaneous expenses including travel be increased from P150.00 to P300.00 for the undergraduate level and from P200.00 to P400.00 for the graduate level.

The allowances for books and school supplies and traveling expenses follow the same scheme of payment; that is, direct payment to the grantee at the start of the semester.

These amendments will provide the scholars more realistic allowances to meet increasing costs.

Appendix "pp"

Executive Order No. 3: Status of Transferees in the University

Transfers within the University and from an outside government agency to the University shall be governed by the following rules:

A. Transfer Within the University

1. Non-academic personnel on permanent status who transfer to the faculty shall be subject to the probation period prescribed in the University Code.

2. Non-academic personnel on permanent status who transfer to the academic non-teaching staff shall retain their permanent status, provided that they may be required to pass additional test of fitness.

3. Academic non-teaching personnel on permanent status who transfer to the faculty shall be subject to the probation period prescribed in the University Code.

4. Academic non-teaching personnel on permanent status who transfer to the non-academic staff shall be issued permanent appointments provided that they possess the appropriate eligibility; otherwise, they shall be issued temporary appointments.

B. Transfers from an Outside Government Agency to the University

1. An officer or employee from another government agency on permanent status who seeks transfer to the faculty of the University shall be issued a temporary appointment; provided, however, that a faculty member of another state university or college on permanent status may transfer to a similar position in the University and retain his permanent status subject to any test of fitness that the University may impose.

2. An officer or employee from another government agency on permanent status who seeks transfer to an academic non-teaching position in the University, shall retain his permanent status, provided that the qualifications for and functions of the position to which he is appointed in the University are similar to those pertaining to his position in the former office; and provided, further, that the University may require additional test of fitness.

3. An officer or employee on permanent status in another government agency who transfers to a non-academic position in the University shall be issued a permanent appointment, provided that he possesses the civil service eligibility appropriate to the new position.

February 17, 1970.