

Manual of Operations: Bulacan State University

Table of Contents

Introduction	2
Terms	3
General Information	4
Official and Organizational Chart	5
Operational Control and Supervision and Procedures: Academic Affairs	11
Academic Policy	11
Admission Requirements	14
Grading System	16
Student Affair Services and Development	18
Student Organizations	21
Student Publications	27
Student Conduct and Discipline	29
Disciplinary Proceedings	35
Student Grievance	36
Operational Control, Supervision and Procedures: Faculty	39
Responsibilities of Faculty	39
General and Professional Regulations	41
Administrative and Supervisory Policies	43
Grades	45
Employment Conditions	48
Academic Rank	50
Faculty Salary	53
Benefits and Privileges	56
Operational Control, Supervision and Procedures: Research	59
Operational Control, Supervision and Procedures: Extension	65

I Introduction

This compendium of existing guidelines, policies and procedures serve to guide the operations of Bulacan State University. They are a product of guidelines and directives of the various educational and fiscal regulatory bodies of the state. They are also informed and instructed by various relevant national legislations. These operational guidelines also incorporate the various policies, directives and instruction formulated by the local authorities of the university beginning with the Board of Regents, the Administrative Council, the Council of Deans, Academic Council and various local bodies clothed with authority to formulate and implement operational policies.

To some degree, the operational guidelines evolve through time to take into account the wisdom borne of experience and the adaptive measures taken where logic and common sense dictate what is in the best interest of society and the very clientele that the institutions is mandated to serve.

II. Terms and Acronyms

The terms and acronyms used in this Manual of Operations are defined as follows:

Adviser is a faculty member or non-academic personnel of the University designated to provide motivation and guidance to the officers and members of a recognized student organization in accordance to established rules and regulations of the University.

Academic Council. The University Academic Council consisting of the University President as Chairman and all members of instructional staff with the rank of not lower than assistant professor as members, has the power to review and recommend curricular offerings and rules of discipline of the University for appropriate action of the Board of Regents and fix the requirements for admission of students as well as for graduation and conferment of degrees, subject to review and/or approval of the Board of Regents through the President of the University

Administrative Council. The University Administrative Council consisting of the University President as chairman, the Executive Vice President, the Vice Presidents, Deans, Campus Administrators, Directors and other officials of equal rank as members, has the duty to review and recommend to the Board of Regents policies governing the administration, management and development planning of the university for appropriate action

BOR means Board of Regents

BulSU, BSU refers to Bulacan State University

Member of the academic community refers to any person who is a student, faculty member, University official, or any other person employed by the University.

OSO means Office of Student Organizations

President means the President of the Bulacan State University

RA means Republic Act

Recognition refers to the authority granted to student organizations to operate in the Bulacan State University

Recognized Students Organization is any organized group of University students pursuing common interests and goals and granted recognition by the University.

Student refers to any person enrolled in the University, either full-time or part-time

University Administration refers to the governance system of the University including the Board of Regents, the President, and the University councils

University employee includes any person employed by the University, performing assigned administrative, professional responsibilities, including staff, paraprofessionals, maintenance and security personnel

University means the Bulacan State University covering all of its campuses

University campuses and premises refers to all lands, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets and sidewalks.

III. General Information

A. The University

Shaping the Landscape of Excellence in Educational Leadership

Bulacan State University took no shortcuts in becoming what it is today. From its inception as an intermediate school in 1904 to a trade school during the commonwealth period to a college of arts and eventually, a state university in 1993, the school adapted to the exigencies of the times without for once losing sight of its primordial mission of adding qualitative and vocational value to the lives of the people in its service sphere.

The legislative mandate of Bulacan State University - R.A. 7665 - empowers it to offer courses and programs in the entire gamut of human endeavors. The University is mandated to provide higher professional/ technical and special instruction for special purposes and to promote research and extension services, advanced studies and progressive leadership in *Engineering, Architecture, Education, Arts and Science, Fine Arts, Information Technology, Technical courses, Commerce, Agriculture, Forestry, Medicine, Law, Public Administration, Fishery, Leather Technology and other courses as circumstance warrants*. The University offers degree programs in the fields of Engineering, Industrial Technology, Arts and Sciences, Education, Architecture, Fine Arts and Computer

Education. After strengthening its basic offerings in the fields of engineering, industrial technology, education, architecture and a host of disciplines in technology and service industries, the institution embarked on new programs to further push the frontiers of its service field. The academic landscape now includes such diverse fields as law, nursing, legal management, business administration and criminology. The Bachelor of Laws program was hailed as “innovative” by the Commission on Higher Education as it was conceived in partnership with local Integrated Bar Association and is run without additional cost burden on the government.

The Bulacan State University is committed to the advancement of the knowledge and values common to all educated persons. Excellence in instruction, research, extension, and student life is encouraged. The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments.

All members of the University community share in the responsibility for providing and maintaining an environment conducive to the educational development of the students at the University. The University, through its established governance process, creates policies and procedures that help maintain this environment.

Institutional Philosophy

The guiding philosophy of the BSU is contained in its statements of vision, mission and goals. In support of the national agenda for higher education articulated by the Commission on Higher Education, the University, as a state institution, pursues the following vision, mission and goals.

Vision

A recognized leader of excellence in instruction, research and extension services, a key player in the education and formation of professionally competent, service-oriented, and productive citizens, and a prime mover of the nation's sustainable socioeconomic growth and development.

Mission

It is the University's mission to provide higher professional, technical, and special instruction for special purposes, and promote research and extension services, advanced studies and progressive leadership in agriculture, commerce, education, fishery, forestry, engineering, arts and sciences, law, medicine, public administration, industrial technology and other fields as may be relevant (Sec. 2, R.A. 7665).

Goals

In the pursuit of its mission, the University gears its initiatives and efforts towards attainment of the following goals:

1. *Quality and Excellence* - the provision of undergraduate and graduate education that meets international standards of quality and excellence;
2. *Relevance and Responsiveness* - generation and diffusion of knowledge in the broad range of disciplines relevant and responsive to the dynamically changing domestic and international environment;

3. *Access and Equity* - broadening the access of deserving and qualified Filipinos to higher education opportunities; and
4. *Efficiency and Effectiveness* - the optimization of social, institutional, and individual returns from the utilization of higher education resources.

IV. Officials and their Duties and Organizational Chart of the University

The governance of the university is guided by the provisions of Republic Act 8292, known as the Higher Education Modernization Act of 1997. The law outlines the uniform composition and powers of governing boards, and the manner of appointment and term of office of the president of chartered state universities and colleges.

The governing body, which is the Board of Regents for the state universities and colleges (SUC) and Board of Trustees for colleges, shall be composed of the following:

- Chairman of the Commission on Higher Education as chairman
- President of the university or college as vice chairman
- Chairmen of the Congressional Committees on Education and Culture
- Regional director of the National Economic Development Authority (NEDA) where the main campus of the university or college is located
- Regional director of the Department of Science and Technology (DOST) for science and technological colleges; or the regional director of the Department of Agriculture for agriculture colleges; or the secretary of Education for an Autonomous Region. In line with such representation, the commanding generals of the Philippine Air Force and the Philippine Navy shall sit as members of the Board of Philippine State College of Aeronautics and the Philippine Merchant Marine Academy, respectively.
- President or representative of the faculty association (faculty regent)
- President of the supreme student council or the student representative elected by the student council (student regent)
- President or representative of the alumni association of the concerned institution (alumni regent)
- Two (2) prominent citizens who have distinguished themselves in their professions or fields of specialization. They would be chosen among the list of at least five (5) persons qualified in the city or province where the school is located as recommended by the president with consultation of the chairman of CHED based on the normal standards and qualifications for the position.

The faculty and student council will have their respective representative in the Board of Regents. The private sector representatives shall be appointed by the Board of Regents upon the recommendation of a duly constituted search committee.

Officials of the University. The officials of the university are those appointed/designated to the different offices specified in the organizational structure approved by the Board of Regents.

President. The University shall be headed by a president to be appointed by the Board of Regents in accordance with the pertinent provisions of R.A. 8292.

The powers and duties of the President as Chief Executive of the University shall be in accordance with the provisions of R.A. 7665 and R.A. 8292. The President shall have the authority to designate other university officials and create such other offices as the need arises, subject to approval of the Board of Regents.

1. To provide leadership for the university, to preserve and protect its academic integrity and ensure the observance and implementation of the policies laid down by the Board of Regents;
2. To exercise within the framework of university policies primary authority and responsibility over the following areas: development planning and resources allocations; grants; endowments and fund raising; external relations and public affairs; and university policies relating to regional development programs, curricula and matters affecting the rights, privileges, responsibilities and welfare of the university constituency;
3. To formulate integrated and comprehensive plans for the university including academic, research, extension, physical development and fiscal plans;
4. To coordinate the activities and programs of the university with the other component units and instructions, appraise their performance in relation to goals and recommend appropriate action to the Board of Regents;
5. To recommend officers, faculty members and other employees in the University subject to Section 8 of this Act and to designate vice presidents, deans, directors, heads of department/offices, or officer-in-charge of the units therein;
6. To appoint, transfer or promote personnel of the University as herein below provided; fix their work schedules; grant leave of absence; approve their special detail, additional assignments, additional compensation, resignation and retirement in accordance with the policies approved by the Board of Regents;
7. To set up a machinery for the review of all disciplinary actions appealable to the office of the president and for the consideration of petitions of redress/grievances;
8. To submit to 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 councils;
9. To award fellowships, assistance and scholarship to students, faculty members and other personnel in accordance with the policies prescribed by the Board of Regents;
10. To plan, prepare and implement a university program for the training and education of adult citizens and out-of-school youths;
11. To negotiate and obtain grants for specific projects, gifts and donations of real and personal property of all kinds subject to the confirmation of the Board of Regents, and to administer the same for the benefit of the university, its units, departments, or students in accordance with the directions and instructions of the donor, and in default thereof, in such manner as the board of regents may, in its discretion, determine;
12. To maintain linkages with other academic and research institutions to ensure fruitful academic and technical interchange and maximize the use of human and physical resources;
13. To prepare for approval of the Board of Regents, the annual budget of the university;
14. To submit to the Board of Regents annual reports on the operation of the university, such other reports as latter may require under this Act;
15. To exercise such other powers and discharge such other responsibilities as may be delegated to him by the Board of Regents provided that he shall institute a system for the efficient discharge of his administrative responsibilities; and
16. Presides over the meetings of the administrative and academic councils.

The President shall have the authority to designate other university officials and create such other offices as the need arises, subject to the approval of the Board of Regents.

Vice President for Academic Affairs. The Vice President for Academic Affairs shall have the following functions:

1. Reports to and receives orders from the University President and the Executive Vice President on matters related to academic affairs;
2. Assists the University President and the Executive Vice President in implementing office orders, memoranda and other circulars on academic matters;
3. Implements approved academic plans, programs and projects;
4. Reviews and integrates operational plans of the various academic units;
5. Participates in the overall planning and major decision making processes in the university;

6. Reviews academic programs, makes recommendations for appropriate revisions and introduces new development on curricular matters;
7. Coordinates and oversees the administration of the academic units on program planning, implementation, monitoring, and evaluation;
8. Supervises all academic personnel and exercises authority to institute appropriate disciplinary measures as warranted;
9. Coordinates with other Vice Presidents on matters affecting academic affairs;
10. Liaises and establishes functional linkages with other institutions and organizations on curricular and co-curricular matters;
11. Performs other functions as may be assigned by higher authorities.

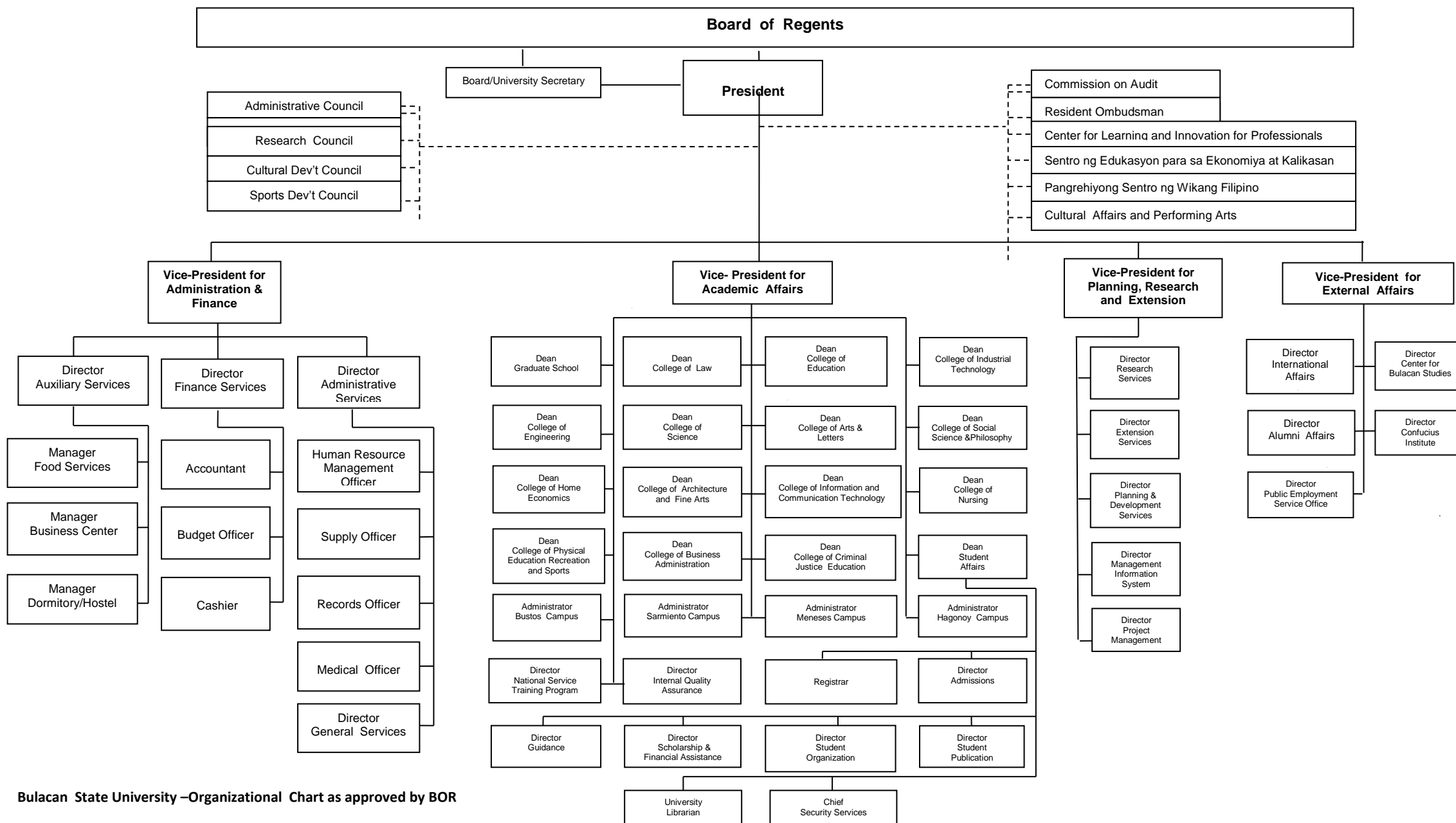
Vice President for Administration and Finance. The Vice President for Administration and Finance shall be directly responsible for administrative and financial operations of the university. He/she shall have the following functions:

1. Reports to and receives orders from the University President and the Executive Vice President on matters related to administrative and financial matters;
2. Assists the University President and the Executive Vice President in implementing office orders, memoranda and other circulars administrative and financial matters;
3. Implements approved administrative and financial plans, programs and projects;
4. Reviews and integrates operational plans of the various administrative and financial units;
5. Participates in the overall planning and major decision making processes in the university;
6. Reviews administrative programs and financial status, makes recommendations for appropriate revisions and introduces development on administration and finance matters;
7. Coordinates and oversees the administration of the non-academic units on program planning, implementation, monitoring, and evaluation;
8. Supervises all non-academic personnel and exercises authority to institute appropriate disciplinary measures as warranted;
9. Coordinates with other vice presidents on matters affecting administrative and financial matters;
10. Liaises and establishes functional linkages with other institutions and organizations on administrative and financial matters;
11. Performs other functions as may be assigned by higher authorities.

Vice President for Planning, Research and Extension. The Vice President for Planning, Research and Extension shall be directly responsible for the formulation of development plans and the direction of research and extension programs of the university. He/she shall have the following functions:

1. Reports to and receives orders from the University President and the Executive Vice President on matters related to planning, research and extension programs;
2. Assists the University President and the Executive Vice President in implementing office orders, memoranda and other circulars on matters related to the functions of the office;
3. Implements approved plans, programs and projects;
4. Reviews and coordinates the research and extension activities of the various academic units;
5. Participates in the overall planning and major decision making processes in the university;

6. Reviews research and extension programs, makes recommendations for appropriate revisions and introduces development in planning, research and extension matters;
7. Coordinates and oversees the administration of the research and extension units on program planning, implementation, monitoring, and evaluation;
8. Supervises all planning, research and extension personnel and exercises authority to institute appropriate disciplinary measures as warranted;
9. Coordinates with other vice presidents on matters affecting planning, extension and research matters;
10. Liaises and establishes functional linkages with other institutions and organizations on matters pertaining to planning, research and extension;
11. Performs other functions as may be assigned by higher authorities.



Bulacan State University –Organizational Chart as approved by BOR

Per BOR Resolution #9 s. 2012

V. Operational Control and Supervision and Procedures: Academic Affairs

Part 1 Academic Policy

By formulating policies, rules and regulations on student conduct, the University affirms the principle of student freedom that is coupled with an acceptance of full responsibility for individual actions and the consequences of such actions.

A. Policy Statements

The Bulacan State University recognizes that the student is the central figure in all its educational programs, projects and activities, and that his/her self-realization possible through formal education is the measure of the attainment of the institutional goals. The University likewise realizes the importance of the student's participation and cooperation in the establishment and maintenance of a healthy and peaceful campus environment conducive to the efficient and effective attainment of educational objectives. Hence, within the atmosphere of unity of purpose and commitment to shared responsibilities, the University adheres to the following policies:

The University shall promote and protect the physical, intellectual, moral, spiritual, and social well-being of the students.

- a. The University shall respect the individual and collective rights of students as provided for by law, public policy, and generally accepted customs and traditions.
- b. The University shall guarantee the right to quality education of all students and shall act appropriately to make such education accessible.
- c. The University shall not discriminate against any student regardless of sex, socio-economic status, political beliefs, religion, and aspirations.
- d. The University shall support students' initiatives and provide for their participation in matters affecting their interest and well-being.

B. Classification of Students

Students in the University are classified as follows:

- a. A regular student is one who registers for formal academic credits and who carries the full load for a given semester and curriculum.
- b. An irregular student is one who registered for formal credits but who carries less than the full load for a given semester to complete the requirements of the given curriculum.
- c. A shifter student is one who enrolls from one course to another within the same or another college of the University.
- d. A transfer student is one who had come from another recognized institution of higher learning and officially allowed to enroll to the same or another course in the University.
- e. A working student has part time job while studying. A working student may be allowed to enroll a minimum of fifteen (15) academic units in a given term or semester.
- f. A foreign student is one who is not a citizen of the Philippines.
- g. A special student is one who is not earning credits for his academic work. Special student may enroll a maximum of nine (9) units per semester. He may enroll for a maximum two (2) academic years. The unit head concerned may recommend exemption to this limitation, subject to the approval by the Vice President for Academic Affairs. Special student's academic performance shall be marked "satisfactory or unsatisfactory."

C. Student's Rights, Obligations and Responsibilities

The Bulacan State University strives to maintain an educational environment that supports the academic, professional, and personal development of all members of the community where relationships among students, faculty, and staff are marked by mutual respect and appreciation for each other's rights and responsibilities.

The University recognizes the rights of its students guaranteed by the Constitution of the Philippines and the Education Act of 1982.

a. Rights under the Education Act of 1982

1. The right to receive primarily through competent instruction relevant quality education in line with national goals and conducive to full development as persons with human dignity;
2. The right to freely choose their field of study and to continue their course therein up to graduation except in case of academic deficiency or violation of disciplinary regulations;
3. The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his potentialities;
4. The right to access to his own school records, the confidentiality of which the school shall maintain and preserve;
5. The right to the issuance of official certificates, diplomas, transcript of records, transfer credentials and other similar documents within 30 days from request;
6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during convocation, symposium and other activities of similar nature;
7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school institution;
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
9. The right to participate in the formulation and development of policies affecting the school through representation in the appropriate body/bodies of the school to be determined by the Governing Board;
10. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

b. Obligations

All *bonafide* students of the University shall be covered by all obligations as citizens mandated in the constitution and those stated under the Education Act of 1982 as follows:

1. To render personal military or civic service under the conditions provided for by law;
2. To develop patriotism and nationalism, love of humanity, respect for human rights and appreciation of the role of national heroes in the historical development of the country;
3. To understand the rights and accept the duties of citizenship, strengthen his ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
4. To exert his utmost to develop his potentialities for service, particularly, by pursuing an education suited to his abilities, in order that he may become an asset to his family and to society;
5. To uphold the academic integrity of the school, endeavor to achieve excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity;
6. To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;
7. To participate actively in civil affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society;

8. To exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and the rights of others;
9. To strive to lead an upright, virtuous and useful life;
10. To love, respect and obey his parents, and cooperate with them to maintain the family solidarity;
11. To respect the customs and traditions of our people, the duly constituted authorities, the laws of our country and the principles of democracy;
12. To help in the observance and exercise of individual rights and strengthening of freedom in the pursuit of progress, prosperity and world peace.

c. Responsibilities

Students have responsibilities that they accept through membership in the University's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of the academic community, students have the following responsibilities:

1. To be courteous, respectful, and orderly in their behavior inside and outside the University, especially when they use the name of, or represent the University;
2. To wear the University I.D. at all times within the campus;
3. To wear the prescribed school uniform on days required or appropriate attire on free days within the campus;
4. Male students should sport a haircut that does not exceed the collar line and does not cover the ears;
5. Male students should refrain from wearing earrings;
6. Female students should refrain from wearing excessive jewelries;
7. To observe all the existing rules and regulations of the University at all times.

D. Admission Requirements

Application for admission to the Bulacan State University must be filed with the Office of Admissions. The University typically receives more applications for admission than it can accommodate. Therefore, admission to the University is selective. Admission is based on academic performance (grade point average), the BSU admission test scores (BSUAT), and interview results. The applicant must pay the admission examination fee and, if qualified for admission, the enrolment reservation fee.

a. Freshmen

To qualify for admission, students must meet the following conditions:

1. Must have earned a high school diploma from a recognized secondary school;
2. Must meet the grade point average (GPA) requirement of the desired course;
3. Must get score above the cut off in the admission test;
4. Must pass the interview, if so required, for the course applied.

b. Transfer Student

A student from a recognized institution of higher learning may apply as transfer student to the University subject to the following limitations:

1. The grade point average of all the subjects taken is 2.5 or better, and without a grade of 5.0 or its equivalent in any academic subject.

2. The student has completed not more than fifty (50) percent of the units required for the course.
3. The student has a transcript of records and honorable dismissal for submission to the registrar.

Any transfer student may apply for transfer credit to the Office of the Registrar, which shall evaluate the student's credentials and if valid, recommend to the Vice President for Academic Affairs the grant of such credit.

c. Foreign Students

To qualify for admission, foreign students are required to possess student visa issued by the Bureau of Immigration.

Tuition and miscellaneous fees charged to foreign students shall be three times the regular rate charged to local students.

E. Change of Academic Load

Change of academic load refers to adding or changing of subjects enrolled. Any student may request to add and/or change his academic load within the first three weeks of regular classes, subject to the approval of the academic unit head concerned.

F. Substitution of Subjects

Students may substitute a new subject for an old one under the following circumstances:

1. When the old subject is under an old curriculum, which was revised or replaced by a new one, and that the subject is not offered anymore;
2. The subjects are similar or related to each other;
3. The new substitute subject must have equal or more credit units than the old one.

G. Tutorial and Special Classes

Students may request tutorial or special classes to be recommended by the academic head concerned for approval of the Vice-President for Academic Affairs.

H. Dropping of Subjects

Any student may officially drop his subject(s) anytime before the midterm examinations as scheduled in the University calendar. The student must file the official dropping form to the Registrar's office for this purpose.

Student who decides to drop his subject or withdraw from his course shall be entitled to refund in accordance with the following guidelines:

1. if dropping of subject or withdrawal from the course is done before the scheduled opening of classes, the student is entitled to the full refund of all fees paid except registration fee;
2. if dropping of subject or withdrawal from the course is done after the opening of classes, regardless of whether the student attended his classes or not, only the tuition fee shall be refunded subject to the following conditions:
 - a. if dropping or withdrawal is done within the first week of the opening of classes, the student shall be charged an amount equivalent to 30% of the total tuition fees for the whole term;

- b. if dropping or withdrawal is done within the second week of the opening of classes, the student shall be charged an amount equivalent to 50% of the total tuition fees for the whole term;
 - c. if dropping or withdrawal is done within the third week of the opening of classes, the student shall be charged an amount equivalent to 70% of the total tuition fees for the whole term;
 - d. if withdrawal is made after the third week from the opening of classes, the student shall be charged the total amount due, and therefore he is not entitled to any refund..
3. Any student who has been advised by the University physician to discontinue studies due to health reasons shall be allowed to refund the tuition fee he paid in full.
 4. Any student who accumulates more than twenty percent (20%) of the time of unexcused absences from any of his/her subject before the midterm examinations shall be dropped automatically from that subject. The instructor concerned shall mark him/her unofficially dropped from his subject.

I. Attendance

1. All students must attend classes promptly and regularly.
2. Only students who submit their official class cards to the subject teacher concerned have the permission to attend the class. Sit-in student may attend the class, subject to the approval of the academic head concerned.
3. A student shall be marked tardy if he arrives in the class 15 minutes after the start of the scheduled time.
4. A student shall be marked absent from the class if he arrives 20 minutes after the start of the scheduled time.
5. Unless the subject teacher concerned gave prior notice, students may leave their assigned room if the teacher fails to come within 15 minutes after the start of the scheduled time for the class. The student shall be marked absent if he/she leaves their assigned room before the prescribed waiting time.

J. Absences

Absences incurred due to any of the following reasons shall be excused:

1. Official representation in curricular, co-curricular and extra-curricular activities.
2. Sickness duly certified by the attending physician or the University physician.
3. *Force majeure*.

Absence(s) incurred due to any of the aforementioned reasons do not exempt concerned students from complying with the regular requirements of their course.

K. Leave of Absence

1. A student who wishes to discontinue his studies must file a request for an official leave of absence to the office of the academic head concerned. Official leave of absence must not be more than one academic year.
2. Withdrawal from the University without an officially approved leave of absence may be a ground for the denial of readmission.

L. Completion Period of the Course

1. All students must complete their courses within the prescribed period, which is five (5) years for engineering or four years (4) for education and other courses. Beyond the prescribed period, students who enroll to finish their courses shall be charged tuition and other fees based on the current rate for freshmen.
2. Students must complete their course within the maximum allowable period to complete

such courses. For a four-year course, the maximum allowable period of completion is six (6) years; for a five-year course it is seven and a half (7.5) years. Any student who failed to complete their courses within the maximum allowable period for their courses shall be dismissed from the University.

3. The rule on the maximum allowable period of completing the course exempts the student who is on official leave of absence.
4. Exemption from the rule on the maximum allowable period of completing the course may be granted to working students upon recommendation by the unit head concerned and approval of the Office of the Vice President for Academic Affairs.

M. Examinations

1. Schedule of regular midterm and final examinations shall be officially announced to all students.
2. All students must present examination permit when taking the scheduled midterm and final examinations. Instructor/professor administering the examination must sign the said permit.
3. Students must settle their financial obligations before they can secure examination permit required in taking midterm/final examinations.
4. Administration of special/removal examinations to an individual or group of students is subject to the recommendation of the subject teacher and approval by the unit head concerned.
5. Subject teachers may exempt student from taking their final examinations if the student has a pre-final grade of at least 1.5 and has complied with all the requirements of the subject.

N. Grading System

1. The academic performance of the student shall be rated using the following grading system:

<u>Grade</u>	-	<u>Equivalent</u>
1.00	-	97 – 100 %
1.25	-	94 – 96 %
1.50	-	91 – 93 %
1.75	-	88 – 90 %
2.00	-	85 – 87 %
2.25	-	82 – 84 %
2.50	-	79 – 81 %
2.75	-	76 – 78 %
3.00	-	75 % (Passed)
4.00	-	Conditional Passed
5.00	-	Failed
INC	-	Incomplete

4.00 (*Conditional Passed*) indicates that there is a slight deficiency in the performance of the student to satisfy the minimum requirements the course for him to earn the lowest passing grade of “3”. The student, in consultation with the subject teacher concerned, must resolve this deficiency within two (2) weeks after he received the grade/class card; otherwise the grade automatically becomes “5.00”. The grade of 4.00 shall not appear in the student’s permanent records or transcript of records.

INC. (*Incomplete*) indicates that the student has been getting passing marks in all criteria for grading except that he lacks certain project or activity required in the course.

The abbreviation "INC." appear in the class card and the grade sheet. The student has a maximum of one (1) year to complete the requirements; otherwise, "INC" automatically becomes "5.00". If the student got the mark of "INC" in a prerequisite subject, he may not enroll the subject in which it is a prerequisite until he has completed such prerequisite subject.

1. The student has the right to know the procedures used to compute his grade.
2. The student has the right to secure his class card on the official schedule of its release. He must sign opposite his/her name on the grade sheet when he secures his class card.
3. Subject to the approval of the unit head concerned, any teacher may rectify any error found in the grade of his student within one (1) semester from date of submission of the grade sheet.

O. Academic Delinquency

1. The faculty of each academic unit shall remedy academic delinquency by implementing the following measures and minimum standards:
 - a. Warning – Any student who obtained a failing grade in one (1) subject shall receive a warning from the Dean.
 - b. Probation – Any student who dropped or obtained failing grades in two (2) subjects shall be placed under probation for the succeeding semester. His load shall be reduced as determined by the unit head concerned. Any student on probation who dropped or obtained failing grades in two (2) subjects shall be dropped from his course. He may, however, apply to shift to another course, subject to the approval by the Vice President for Academic Affairs.
 - c. Permanent Disqualification – Any student who, at the end of the term or semester, obtained failing grades in at least fifty percent (50%) of his enrolled subjects disqualified himself to continue his/her studies in the University.

P. Graduation Requirements

1. Each student who has satisfied the requirements of his/her course is required to apply for graduation by filing the official Application for Graduation form to the office of the Registrar.
2. Only student who have paid the graduation fees shall be included in the list of candidates for graduation.
3. Only student whose name appeared in the list of candidates for graduation approved by the Academic Council and confirmed by the Board of Regents shall graduate from the University.
4. No student shall graduate from this University unless he has completed at least one year of residence prior to the date of graduation.
5. All disciplinary charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

Q. Academic Honors

1. Academic honors shall be given to graduating students based on the their grade point average and type of course as follow:

Grade Point Average	Degree Courses	Non-degree Courses
1.00 to 1.20	<i>Summa Cum Laude</i>	With Highest Honors
1.21 to 1.45	<i>Magna Cum Laude</i>	With High Honors
1.46 to 1.75	<i>Cum Laude</i>	With Honors

2. To qualify for honors, graduating students must satisfy the following requirements:

- a. Earned at least a grade of 2.0 or its equivalent in all subjects;
- b. Completed at least seventy-five percent (75%) of the total number of academic units required for the course and residency of at least two years in the University;
- c. Enrolled at least fifteen (15) credit units prescribed in the curriculum in each of the terms or semesters. Exemption to this rule may be allowed if: (i) the required units prescribed in the curriculum in the given term/semester are less than this minimum requirement, (ii) the subject(s) needed to meet this minimum requirement are not offered.

R. Awards and Recognition

1. To encourage excellence in curricular, co-curricular and extra curricular activities, the University shall award academic and non-academic honors and recognition to deserving students and faculty members based on approved criteria and standards set by Committee on Awards.
2. Recognition program shall be held for the formal awarding of the academic and non-academic awards. The Office of the Dean for Student Affairs and Services in coordination with the different academic units of the University shall be responsible for the conduct of this program.

S. Commencement Exercises

1. The commencement exercises for each of the academic units of the University shall be held on the dates as may be approved by the Academic Council.
2. All candidates for graduation from each academic unit shall be enjoined to attend their respective graduation exercises.
3. All candidates for graduation shall be required to wear the academic costume prescribed for the program during the traditional baccalaureate services and commencement exercises.

Part 2. Student Affair Services and Development

The University provides various student services through the offices under the Dean for Student Affairs and Services. These services are described below:

A. Admissions

The Office of Admissions headed by the Director for Admissions performs admission services in the University. Its functions include the following:

1. Evaluates the credentials of all applicants for admission to determine their qualifications to take the University entrance examinations;
2. Administers entrance examinations to all applicants for enrolment to the different academic programs;
3. Submits the list of qualified applicants to the Office of the President for approval;
4. Coordinates with the different academic units on all matters pertaining to student admission.

B. Student Records

The Registrar's Office provides student records' services. It performs the following services:

1. Keeps and maintains the academic records of all students;
2. Provides basic academic information on curricular programs, general registration requirements and procedures;
3. Issues students' numbers and identification cards and class cards;
4. Prepares the official list of enrollment;
5. Issues a written notice on academic delinquencies;
6. Prepares list of candidates for graduation and for honors; and
7. Issues transcript of records, diploma, transfer credentials, and official certifications.

Official Transcript of Records

1. Any student who has settled all his financial obligations and accountabilities in the University may secure copy of his official transcript of records, official certifications, credentials or other school records.
2. To secure the official transcript of records the student must file a clearance form together with official receipt of payment to the Registrar's office.
3. To effect a change in the name on the records of female student who got married while in the University, she must submit an affidavit of change of status and a copy of the marriage contract duly certified and authenticated by the Local Civil Registrar to the Registrar's office.

Transfer Credentials

1. Any student who wishes to transfer to another school must submit duly accomplished and signed clearance form to the Registrar's Office to secure transfer credentials.
2. Any student who is dismissed/expelled from the University shall be issued transfer credentials provided he is cleared of all financial obligations and accountabilities in the University.

C. Library

Each academic unit of the University maintains a library. The respective libraries of the different academic units of the University serve as the primary information source for students and other members of the academic community. The Director of Library Services coordinates and oversees these libraries as they collect, organize, maintain and make available print and non-print materials such as books, periodicals, audio-visual, multimedia resources and the like.

Use of Library Resources

Library resources include general references, books, periodicals, vertical files, and other multi-media resources. Special services provided by the library such as audio-visual tapes, CDs and internet access shall be charged reasonable fees.

To avail of library services, the student must secure his own borrower's card from the librarian.

The libraries are open from Monday to Friday, from 8:00 a.m. to 6:00 p.m. Some unit libraries are open from 8:00 to 12:00 in the morning and 1:00 to 5:00 in the afternoon during Saturdays. Libraries are closed on Sundays and holidays.

A student may check out three books at a time from the circulation section. He may use the books for two days depending upon the demand and the number of volumes of the

books available in the library. Overnight loans of books are checked out during the last hour before the library closes. These must be returned the following working day between 8:00-9:00 a.m. Students must return the books on time otherwise, overdue fine is imposed.

The barrower must pay for lost, stolen or damaged items. Replacement costs for damaged or lost books are to include the cost of the book (if still in print) plus a processing fee. If the book is no longer in print, it shall be replaced with the book acceptable to the librarian.

Reserved printed materials may only be used in the library.

D. Medical and Dental Health

The Health Services Unit provides the medical and dental health services in the University. A full-time physician, a dentist and registered nurse are the staffed in this unit. They provide the following specific services:

1. Check-ups and consultations;
2. Physical/medical/dental examinations;
3. Provides first aid treatments and medications;
4. Issues medical/dental referrals and certifications;
5. Arranges for ambulance services;
6. Monitors campus hygiene and sanitation;
7. Keeps health records of students, faculty and personnel;
8. Conducts health education and orientation.

E. Canteen and Food Stalls

The University sees to it that food is plentiful in the campuses. It maintains a canteen that offers a wide selection of food at reasonable prices. In addition, there are food stalls offering variety of food and drinks located in strategic places throughout the campus to serve the needs of the students and other members of the academic community.

F. Guidance and Counseling

The Guidance and Counseling Services Office promotes the academic and personal success of the students by providing emotional and psychological care that helps students in dealing with their personal and emotional problems. In coordination with the various units of the University, the services it provides include the following:

1. *Individual Inventory Service* - It gathers personal, psychological, social, and other relevant data on students and use them in developing student related programs and services.
2. *Information Service* - It provides students with educational and occupational information that can help them make intelligent career choices and decisions.
3. *Counseling Services* - It encourages students to exploring his feelings, values and perceptions to have a better self-understanding and to become a self-directed individual.
4. *Testing Services* - It administers various standardized tests to obtain a measure of the student's abilities and other characteristics that can help to predict their future performance, diagnose problems and learning difficulties.
5. *Placement Service* - It assists student in selecting and utilizing opportunities inside and outside the University to meet their needs for personal adjustment and enhance their development.
6. *Referral Service* - It refers students to another person or agency within or outside the University for the purpose of specialized assistance.
7. *Follow-up Service* - It conducts follow-up surveys to determine if students are properly placed and the opportunities presented are appropriate for them.

G. Student Government and Organizations

The University recognizes the right of students to establish student government, join organizations and participate in co-curricular and extra curricular activities that promote their common interests, enrich their educational experiences and enhance their personal, social, and cultural development.

The Office of Student Organizations supports the various student organizations by providing services that include the following:

1. Develops guidelines and procedures for starting a new student organization;
2. Develops procedures and standards for evaluating student organizations for recognition;
3. Guides, coordinates and monitors the programs, projects and activities of the different student organizations;
4. Plans and implements training programs and workshops designed to help student organization members develop better organizational and leadership skills;
5. Evaluates student organizations performance and recognizes outstanding accomplishments;
6. Consults with and assists student organization leaders and advisers on organizational leadership program, projects and activities;
7. Keeps and maintains information system on student organizations.

H. Student Government

The Bulacan State University Student Government (BSU-SG) provides a means for student participation in student governance in the University campuses. It assists in the protection of the rights and interests of the individual student and the student body and serves as an official voice through which students may express their opinions on issues affecting their welfare.

The Student Government operates and functions according to its constitution, resolutions and ordinances.

J. Student Organizations

The University believes that membership to student organizations fosters valuable experiences for students that lead to significant learning and development and helps create a sense of belonging to the University. These activities and experiences complement the formal curriculum and provide wide opportunities for enhancing personal skills.

a. Policies on Student Organizations

Recognizing the value of student organizations in complementing the formal academic programs of the University, it implements the following policies on student organizations:

1. Membership to student organizations, including those affiliated with an extramural organization, should be voluntary and open to all students of the University.
2. The membership, policies, and actions of a student organization should be determined by vote of only those persons who hold bona fide membership in that organization.
3. University recognition creates an official relationship with the University and is a precondition for any student organization to operate in any of its campuses.
4. Recognition, as a privilege granted to student organizations by the University, affords them access to University resources and facilities.

5. Recognition of the student organizations in no way implies that the University takes responsibility for the actions and activities of the organizations.

b. Application for Recognition

Any group of at least eight (8) University students may form an organization and file application for recognition as a new student organization. Existing student organizations should file an application for renewal of recognition to the Office of Student Organizations (OSO).

c. New Organization

The following are the requirements for the application for recognition of a new organization:

1. New student organization recognition application form;
2. Copy of the constitution and by-laws;
3. List of interim officers and members, their courses and year levels, addresses, and signatures;
4. Written proposed activities for the entire school year including the tentative dates of implementation and a brief description of each activity;
5. Letter of invitation to faculty/personnel to serve as organization adviser signed by the organization president;
6. Signed letter from the chosen adviser(s) addressed to the Director for the Office of Student Organizations (OSO) accepting his role in the organization; and
7. Copies of voluntary membership form signed by the members.

d. Renewal of Recognition

The following are requirements for the application for renewal of the recognition of existing student organizations:

1. Student organization recognition renewal application form;
2. Copy of the constitution and by-laws (updated, if applicable);
3. Updated list of officers, their respective positions, courses and year levels, addresses, and signatures;
4. Written report of accomplishment of the preceding year including audited financial statement duly signed by the treasurer, auditor and president;
5. Written proposed activities for the next school year including the tentative dates of implementation and a brief description of the activity;
6. Letter of invitation to faculty/personnel to serve as organization adviser signed by the organization president or his representative;
7. Signed letter from the chosen adviser(s) addressed to the Director for the Office of Student Organizations (OSO) accepting his role in the organization;
8. Copies of voluntary membership form signed by the members.

e. Affiliation with Off-Campus Organization

Any group of students or organization may affiliate with an extramural or off-campus organization and apply for recognition as a local chapter, provided, that the objectives and practices of such organization do not conflict with the goals, policies and regulations of the University.

Within two (2) weeks after the filing of application for recognition, the OSO will notify the organization of the status of its application. If the proposed organization meets all the requirements, it shall be granted recognition.

f. List of Recognized Organizations

The OSO shall post at designated bulletin boards in the University premises and cause the publication in the University paper the updated list of student organizations granted University recognition.

g. Organizations' Recognition Day

The OSO shall hold an annual program for a ceremonial mass awarding of the certificates of recognition for the new school year to all organizations within the month of July.

h. Organization's Constitution and By-Laws

The provisions of the constitution of any student organization shall conform to the existing rules and regulations of the University and must include, but not limited to the following:

1. The official name of the organization;
2. A detailed declaration of purpose of the organization;
3. Duties and privileges of membership;
4. Frequency of meetings;
5. Procedure for selection and removal of officers;
6. The procedure for the selection and removal of adviser(s)
7. Titles of officers, their duties and authority;
8. A provision stating that the policies, activities and finances of the organization are subject to the control of the majority of its voting membership.
9. The procedures for decision-making in the name of the organization (must include the definition of a quorum);
10. A provision on amendment process
11. The statement of affiliation with an extramural organization (if applicable).

i. Name Change

Any organization wishing to change the name under which it was originally recognized should submit a letter to the OSO requesting that the organization be recognized under the new name. The letter should indicate whether the constitution will be altered, and should be signed by the secretary, the president and the adviser(s).

j. Privileges of Recognized Student Organizations

Student organizations recognized by the University have the privilege to:

1. use of the name of the University;
2. use University facilities, services and resources for their activities according to established policies of University;
3. request assistance and advisement from OSO;
4. participate in University-sponsored programs designed to help student organization members develop better organizational and leadership skills;
5. promote the organization and campaign for membership in all campuses;
6. collect membership fees and dues and conduct fund raising projects;
7. sponsor student convocations and programs and invite outside speakers.

k. Responsibilities of Student Organizations

All student organizations granted recognition by the University has the responsibility to:

1. accept and observe University's rules, regulations and policies;
2. operate according to the requirements of their own constitution and by-laws;

3. utilize dues and other membership fees for the benefit of their members and the attainment of their goals;
4. ensure the safety and general welfare of all members and guests in all their activities;
5. actively pursue programs and activities in keeping with the social, cultural, recreational and educational mission of the University;
6. apply for renewal of recognition and submit yearly accomplishment report;
7. cooperate with OSO in the implementation of University programs for student organizations.

l. Loss of Recognition

Any bonafide student, faculty member or official of the University may file written, sworn complaint against any student organization for violating the policies, rules and regulations of the University. Such complaint must be filed with the OSO including the supporting documents or affidavits. If in the view of the OSO the complaint has merit, it shall forward the complaint within five (5) working days from the receipt thereof to the Dean for Student Affairs and Services for evaluation. If a formal hearing becomes necessary, the Board of Student Discipline shall conduct the formal hearing and resolve the complaint in accordance with procedure set forth in this Handbook.

A student organization's recognition may be withdrawn or suspended if the organization is found to have violated the policies, rules and regulations of the University.

If a student organization's recognition is withdrawn or suspended, the OSO shall issue a notice to that effect to inform the academic community. Any suspended student organization shall cease to operate from the date the suspension has become final and executory.

After the period of suspension, the organization may re-apply for recognition subject to the requirements and procedure for a new organization. Any organization that repeatedly violates the policies and regulations of the University shall be banned from operating in the University.

m. Student Organization Adviser

No student organization shall be granted University recognition without adviser(s) who voluntarily accept that role in the organization. The adviser(s) must be a regular faculty/non-academic personnel of the University, preferably one who is knowledgeable on the types of the activities of the organization.

The term of the adviser for any student organization shall be for one school year and may be renewed. If the adviser withdraws before his term is completed, the organization may choose a new adviser to serve the unexpired term of the former.

A student organization may have one or more advisers provided, however, that in case there are two advisers, one of them shall be the senior adviser; in case that there are three or more advisers, one of them shall be the chairman of the Board of Advisers.

n. Responsibilities of the Adviser

The adviser(s) of an organization have the following responsibilities:

1. Makes himself/herself available for consultation to all members and officers of the organization;

2. Attends meetings of the organization;
3. Assists in the planning of activities of the organization to ascertain that the activities are aligned with organizational objectives;
4. Joins the members of the organization in their activities especially if such activities are held off-campus or when the organization goes out of the campus to represent` the University;
5. Fosters unity and camaraderie among officers and members of the organization and serves as arbiter of all internal conflicts.

o. Replacing an Adviser

Occasionally, the adviser to a student organization does not meet the expectations of the organization or fails to fulfill the responsibilities of the adviser.

If a student organization feels that their adviser is ineffective, the organization president should contact the OSO to discuss the problems or issues involving their adviser. The Director shall take measures to resolve the issues between the parties.

If a student organization and their adviser are unable to resolve the issue(s) of an ineffective adviser, the student organization's constitution stipulates that they can vote to remove that adviser.

p. Organization's Responsibility to the Adviser

The organization has the following responsibilities to their adviser:

1. To keep the adviser informed concerning the overall program of the organization;
2. To notify the adviser well in advance of the schedule of meetings and events;
3. To give the adviser an opportunity to express his opinion on issues which affect the welfare of the organization and the prestige of the University.

q. Student Organizations Sponsored Events

On-Campus Events. Any recognized student organization wishing to sponsor an event on campus that is open to the campus community or to the general public should submit a written request addressed to the Dean for Student Affairs, signed by the organization president and adviser and recommended by the Director of OSO. In general, an event will be approved if it complies with the following conditions:

1. The activity is sponsored by a recognized student organization;
2. The unit head responsible for the facilities requested has provided written permission for their use;
3. The sponsoring organization agrees to all special physical arrangements, security requirements, time restrictions, procedures and safeguards deemed necessary by the University; and
4. The event is not in violation of any University policies.

The organization sponsoring the event shall be held responsible for complying with the conditions set for the event. Failure to do so may result in a number of sanctions including, but not necessarily limited to, the loss of the right to sponsor similar events in the future, loss of recognition or financial payment for damages to property.

r. Off-Campus Events.

Student organizations choosing to sponsor an event off-campus should submit a written request addressed to the Dean for Student Affairs, signed by the organization

president and adviser, and recommended by the Director of OSO, indicating that they accept the responsibility for the event and the organization. Organizations utilizing off-campus facilities are solely responsible for all contractual agreements they enter into.

Any recognized student organization that undertakes the sponsorship of an event accepts responsibility for maintaining proper conduct of those in attendance. Officers of the organization are responsible for informing members of the organization of this requirement. Any untoward event that can impair the name of the University or other student organizations may be a ground for disciplinary action by the University against the organizations.

s. Sponsorship of Outside Speakers

Bulacan State University is committed to free discussion of ideas and issues in open forum in conformance with its policies. Student organizations may sponsor visiting speakers at their own expense provided, that outside speakers invited to the campus will contribute to educational and citizenship values and the pursuit of truth, and not to any propagandizing purposes.

t. Reserving Facilities on Campus

The use of University facilities by student organizations is a privilege and not a right. Only recognized organizations shall be allowed to use the University facilities. The regularly scheduled instructional class program of the University must have first priority in the use of its facilities.

Request to use University facilities should be filed at least one week in advance. Before the OSO approves the activity to be held on campus, the student organizations must first communicate to academic/unit head in-charge of the facility needed for the activity to ensure its availability.

University facilities requisitioned in the name of a recognized student organization may only be used by that organization. Rooms cannot be reserved in the name of one organization for use by another organization. Any organization that reserves or uses a room for any unauthorized purpose may lose its reservation privilege.

Recognized student organizations using a campus facility are responsible for its proper care.

t. Fund Raising Activities

To secure official permit to conduct fund raising activity, the sponsoring organization must file a formal letter of request with the office of the Dean for Student Affairs through the OSO. The letter should include:

1. The nature and purpose of activity;
2. Date, time, and venue of the activity, and target market;
3. The names of the members/officers directly in charge of the activity;
4. The Department of Social Welfare and Development (DSWD) permit, in case the fund raising activity shall also be done outside any University campus.

A student organization is allowed to have only one (1) major fund raising activity in the academic year. An organization that has been granted permit to solicit fund must file a financial report with the OSO two (2) weeks after the activity.

Publicity Regulations

All student organizations must observe the following specific regulations in their promotional activities:

1. No organization poster, banner, billboard, flyer, newsletter or any printed matter may be displayed or circulated in the University campuses and premises without the OSO approval.
2. No signage, regardless of the type of paint or chalk, may be painted on the sidewalks or on the walls of the University buildings.
3. Bulletin boards on campus shall not be used to publicize off-campus political candidates or issues.
4. Posters may be placed only on designated bulletin boards and spaces.
5. It is the responsibility of the concerned organization to remove their posters, banners, billboards and similar materials the day after last day of the period they were allowed to be displayed by the OSO.
6. Any organization that violates the above regulations shall be subject to disciplinary action.

K. Student Publications

The University adheres to the principle of freedom of expression as a right of the students. Along this line, it encourages the development of campus journalism and supports student publications through the Office of Student Publications headed by a director. Within the limitations set forth by the Campus Journalism Act (R.A. 7079), the office performs the following functions:

1. Coordinates the annual selection of editorial staff of the University student publication in conformity with the provisions of the Campus Journalism Act;
2. Submits the list of student journalists who are qualified to be members of the Editorial Board of the University student publication to the Committee on Student Publications.
3. Initiates capability-building programs and activities for campus journalists;
4. Provides guidance to and oversight of the financial operation of the student publications;
5. Recommends outstanding student journalists for appropriate awards;
6. Recommends student journalists who shall represent the University in any journalism-related competitions, conferences, workshops, seminars and fora;
7. Coordinates with the various academic units on matters related to student publications.

L. Cultural Affairs and Performing Arts

Through the Office of Cultural Affairs and Performing Arts, the University harnesses the special talents and skills of the students in music, dancing, singing, drama, poetry and other cultural and art expressions. The office performs the following functions:

1. Facilitates and supports the formation of students' groups and organizations for cultural and performing arts;
2. Provides mechanism for the identification and recruitment of talents for the various cultural and performing arts organizations;
3. Coordinates activities and projects of various cultural and performing arts organizations;
4. Manages and supervises the participation of the individual and groups of students in various cultural and performing arts competitions;
5. Plans and implements talent-enhancement training programs and activities;
6. Organizes institutional programs to showcase students' talents and abilities in cultural and performing arts;
7. Coordinates with the various academic units in recognizing excellent individual and group performances of student in cultural and performing arts.

M. Scholarships and Financial Assistance

The Office of Scholarship and Financial Assistance helps undergraduate students reach the goal of graduation by providing financial assistance services. Through this office, the University provides scholarship grants and financial assistance to needy but deserving students. The office performs the following functions:

1. Solicits grants and scholarships from philanthropic individuals, civic organizations, and public agencies as donor-sponsors;
2. Develops, in coordination with the donors, the criteria and procedures for the selection of scholars and grantees for the various grants and scholarship slots;
3. Coordinates with the Office of Admissions and the Guidance and Counseling Services Center in the screening and selection of scholars and student-grantees in the various academic programs and courses;
4. Publish information on various scholarship grants and financial assistance available for the students;
5. Coordinates with the accounting office in providing control mechanism over the inflow and outflow of financial assistance for students;
6. Keeps an up-to-date list of scholars and grantees and regularly checks on their academic performance to ensure that assistance is given to appropriate recipients.

Types of Scholarship

The types of scholarships and grants are (a) institutional scholarships, (b) private scholarships and grants, and (c) other government scholarships. Any qualified student may only avail of one type of scholarship or assistance in any given semester.

Institutional Scholarship

This type of scholarship is either full (100%) or partial (50%) tuition fee discount for one semester. This may be availed of by qualified freshmen students who graduated from high school as valedictorians or salutatorians as well as by those students who, during their stay in the University, have demonstrated good academic performance subject to the following conditions:

1. Valedictorians and salutatorians may enjoy full and partial scholarship grants respectively during their first semester provided that the students are
 - a. graduates of a recognized public or private secondary schools
 - b. members of the graduating class of at least 100 students as certified by the school principal
2. Full institutional scholarship may be availed of by students who obtain a GPA of at least 1.50 with no grade lower than 2.0 in all of his subjects, which must be at least fifteen (15) academic units, during the preceding two semesters.

Full tuition fee discount is a privilege offered by the University to (1) the elected President of the Student Government, during his incumbency and (2) the unmarried, unemployed and dependent children of administrative officials, regular faculty members and non-academic personnel. They may continuously enjoy this privilege until they complete their courses provided they pass all their subjects. A failing grade in any subject shall result to the removal of this privilege.

3. Partial institutional scholarship may be availed of by students who obtain a GPA of at least 1.75 with no grade lower than 2.0 in all of his subjects, which must be at

least fifteen (15) academic units, during the preceding two semesters. The elected Vice President of the Student Government may also avail of partial tuition fee discount during his incumbency.

Private Scholarships

Private scholarship grants are financial assistance from private individuals, institutions and organizations administered by the University and offered to poor but deserving students to cover full or partial tuition and other miscellaneous fees.

Except in cases where the benefactors have their own set of criteria for the selection of their grantees, financially disadvantaged students may avail of this scholarship grants, provided they obtain a GPA of at least "2.0" in not less than 15 academic units and with no grade of "3.0" in any subject during the preceding semester.

Barangay Scholarship

As provided for in the pertinent provisions of the Local Government Code (R.A. 7160), the University offers Barangay Scholarship to qualified students.

Financial Assistance

The University provides financial assistance in terms of tuition fee discount to varsity players, members of the cultural and performing arts groups such as the Lahing Kayumanggi Dance Troupe, Saring Himig, and Brass Band.

Student Assistantship

The University provides opportunities to students who have the time and skills to work as student assistants in various offices and earn wages at student rate. Interested students may file their application letter for student assistantship to the Office of Scholarship and Financial Assistance. To qualify for student assistantship, applicant must:

1. have no failing grade or incomplete mark in the previous semester
2. pass the pre-hiring screening requirements of the office requesting the services of student assistant

Part 3 Student Conduct and Discipline

As it pursues its vision and mission, the University places great stress on the values of respect for the dignity and worth of individuals and the development of character. Thus, it strives for an environment that promotes these values and believes that each student, as members of the academic community, contributes to uphold them. Therefore, the University clearly presents student rights and responsibilities and establishes the disciplinary procedures to ensure that all members of the University community benefit from the promotion of these values.

A. General Policies

In the implementation of the rules and regulations on student conduct and discipline, the University is guided by the following policies:

1. All matters pertaining to student conduct and discipline shall be governed by the pertinent provisions of the University Code, the Education Act of 1982 and other general and special

laws in relation to education.

2. Following the principle of *en loco parentis*, the University has the right to act in the best interests of the students as it sees fit through all persons charged with the supervision of students, which shall be deemed persons in authority and should therefore, be accorded due respect and protection (Art. 153 (3), Revised Penal Code, as amended by PD 299, Sept. 19, 1973 and Education Act of 1982).
3. All University officials, faculty members, staff and security force personnel are authorized to enforce and demand compliance to all University rules and regulations.
4. The investigation and disposition of student disciplinary cases shall follow the proceedings set forth in this section of the Handbook.
5. All respondents to any case shall enjoy the following rights:
 - a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
 - b. To be penalized only on the basis of substantial evidence, the burden of proof being with the person filing the charge;
 - c. To be penalized on the basis of evidence presented and of which the respondent had been properly notified and given the opportunity to rebut;
 - d. To defend himself personally or by a counsel/representative of his own choice;
 - e. Pending final decision on the charges, to enjoy all rights and privileges of a student, unless a preventive suspension has been promulgated against him.

B. Norms of Conduct

The University believes in a happy and peaceful campus environment conducive to learning hence, it expects that every student must, at all times exert efforts to obey the laws of the land, observe campus rules and regulations and follow the accepted norms of good social behavior and right conduct.

All students must strive to develop good moral character and behave in accordance with the following moral values and attitudes:

1. Respect for the rights of others
2. Politeness and courtesy
3. Self-discipline
4. Tolerance
5. Honesty
6. Cooperation
7. Sense of responsibility
8. Fairness
9. Modesty
10. Orderliness

C. Disciplinary Sanctions and Penalties

In order maintain peace and order within its campuses and to protect its educational purposes and processes, the University has the authority to impose penalties or sanctions on any student found to have violated its rules, policies and regulations. While disciplinary sanctions generally are commensurate with the seriousness of the offense, multiple or repeated violations may justify more severe disciplinary sanctions. Penalties are progressive in nature. Possible penalties and sanctions to be applied in various situations include restitution, reprimand, suspension, dismissal, and expulsion.

1. Restitution. Restitution is a repayment. The student must pay for damages to property or for loss of property.
2. Reprimand. A reprimand may be in the form of verbal counsel to student in regards to his negative behavior or a written reprimand describing a student's

offense or misconduct, which places on record that a student, in a specific instance, did not meet the behavioral standards expected at the University. A written reprimand from the Dean for Student Affairs and Services or designee to the student serves as a warning that continued conduct of the type described in the reprimand or other misconduct may result in more severe disciplinary sanction against the student.

3. Withholding of an academic record or degree. This penalty is imposed upon a student who fails to pay a debt owed to the University or who has a disciplinary case pending final disposition. This penalty terminates upon payment of the debt or upon final disposition of the case.
4. Suspension. A time-specific suspension is a temporary cessation of educational services and exclusion from the University property and facilities. The Board of Student Discipline shall determine the duration of suspension and shall notify the concerned offices and units of the students serving the penalty of suspension.
5. Dismissal. Dismissal is termination of educational services and exclusion from the University property and facilities for not less than one year. The conditions of readmission, if any, will be stated in the order of dismissal. The penalty of dismissal is a decision of the University President. A dismissed student can be reinstated only upon the favorable action by the President or designee on his petition for reinstatement.
6. Expulsion. Expulsion is permanent severance from the University without provision for readmission. Expulsion prohibits the student from using or entering any University property and from attending any University function. The penalty of expulsion is a decision of the University President. If a student is expelled, the Board of Student Discipline shall notify the concerned offices and units and the Registrar, which shall have the appropriate disciplinary notation placed on the student's official transcript of records.

Penalties or sanctions of at least suspension for one semester shall be reflected in the student's permanent record. However, at any time after three years from the date of the finding in which a sanction was imposed, a student or former student may petition the University President or designee to have his or her disciplinary record expunged. The decision to expunge shall be based on the severity of the violation(s), the person's disciplinary record as a whole, and evidence of good behavior since the violation(s). If the record is expunged any notation of a disciplinary suspension will be removed from the official academic record maintained by the Office of the Registrar.

D. Grounds for Disciplinary Sanctions

The acts of misconduct and the corresponding disciplinary sanctions that may be imposed include, but are not limited to, the following:

1. Falsification or forging of academic records and official documents
 - First Offense* : Suspension for at least one semester to one-year
 - Second Offense* : Suspension for at least one-year to dismissal
 - Third Offense* : Dismissal to expulsion
2. Physical abuse, sexual misconduct, or verbal abuse, threats, intimidation, harassment, hazing, coercion and/or other conduct that threatens or endangers the health or safety of any person.
 - First Offense* : Suspension for at least two weeks to one semester

- Second Offense* : Suspension for at least one semester to one-year
Third Offense : Suspension for at least one-year to expulsion
 (Note: Acts that resulted to serious physical injuries or death shall be grounds for expulsion even as first violation.)
3. Carrying of firearms and other weapons within the University campuses and premises
First Offense : Reprimand to suspension for at least one week
Second Offense : Suspension for at least one semester to one-year
Third Offense : Suspension for at least one-year to dismissal
4. Academic misconduct (cheating, plagiarism or making false representation of academic performance)
First Offense : Lower grade to a failing grade in the subject
Second Offense : Failing grade in the subject and suspension for at least one semester
Third Offense : Failing grade in the subject and suspension for at least one year to dismissal
5. Theft, attempted theft, and/or unauthorized possession or use of property/services belonging to the University or a member of the University community
First Offense : Restoration of the property or payment of equivalent amount and suspension for at least one week to one semester
Second Offense : Restoration of the property or payment of equivalent amount and suspension for at least one semester to one year
Third Offense : Restoration of the property or payment of equivalent amount and suspension for at least one year to dismissal
6. Malicious or unfounded accusation of any member of the academic community
First Offense : Suspension for at least one month to one semester
Second Offense : Suspension for at least one semester to one year
Third Offense : Suspension for at least one-year to dismissal
7. Deception, impersonification, or fraud
First Offense : Suspension for at least one month to one semester
Second Offense : Suspension for at least one semester to one year
Third Offense : Suspension for at least one-year to dismissal
8. Immorality, indecency and any form of obscene or lewd behavior (necking or petting)
First Offense : Suspension for at least one month to one semester
Second Offense : Suspension for at least one semester to one year
Third Offense : Suspension for at least one-year to dismissal
9. Possession, use, sale or purchase of any illegal drugs or alcohol in the University campus and premises
First Offense : Suspension for at least one month to one semester
Second Offense : Suspension for at least one semester to one year
Third Offense : Suspension for at least one-year to dismissal
10. Disrespectful behavior or refusal to comply with directions of the University officials and employees acting in the performance of their duties

- First Offense* : Suspension for at least one month to one semester
- Second Offense* : Suspension for at least one semester to one year
- Third Offense* : Suspension for at least one-year to dismissal
11. Smoking or gambling in any form
- First Offense* : Reprimand to suspension for at least one week
- Second Offense* : Suspension for at least one month to one semester
- Third Offense* : Suspension for at least one semester to one year
12. Damage, theft, or unauthorized presence in or use of University premises, facilities or property, in violation of posted signs, when closed, or after normal operating hours
- First Offense* : Reprimand and payment for damages to or loss of property
- Second Offense* : Suspension for at least one month to one semester and payment for damages to or loss of property
- Third Offense* : Suspension for at least one semester to one year and payment for damages to or loss of property
13. Littering or unauthorized posting or distribution of printed materials on University property, campuses and premises
- First Offense* : Reprimand to suspension for one week
- Second Offense* : Suspension for at least one month to one semester
- Third Offense* : Suspension for at least one semester to one-year
14. Unauthorized solicitation of funds or selling of any ticket
- First Offense* : Reprimand to suspension for one week
- Second Offense* : Suspension for at least one month to one semester
- Third Offense* : Suspension for at least one semester to one-year
15. Disturbance or disruption of the educational environment, classes or any education related programs or activities.
- First Offense* : Reprimand to suspension for one week
- Second Offense* : Suspension for at least one month to one semester
- Third Offense* : Suspension for at least one semester to one-year
16. Violation of the University rules and regulations on the wearing of the prescribed uniform, I.D., haircut (male), earrings, or jewelry
- First Offense* : Reprimand to suspension for one week
- Second Offense* : Suspension for at least one month to one semester
- Third Offense* : Suspension for at least one semester to one year

Any student who is found guilty of any three of the above-mentioned misconducts even as first violations shall be subject to suspension.

E. Student Discipline Committees

1. Composition. Each academic unit and satellite campus of the University shall have its own Student Discipline Committee which shall be composed of the following: Assistant Dean of the college or Assistant Administrator of the satellite campus, or the Principal of the Laboratory High School as the chair, the President of the local faculty association, student governor, president of local PTA, an arbiter and a faculty member to serve as secretary.

The arbiter, preferably a lawyer or one with some legal background, shall be designated by the University President, and may serve in more than one Committee. The arbiter and the secretary have no right to vote. The arbiter shall be the alternate of the Chairman, in which case the arbiter shall then have the right to vote. If the student governor is respondent or if a regular Committee member cannot attend the meeting, the University President shall designate the alternate to attend the session.

2. Jurisdiction. The respective Student Discipline Committee of the academic units and satellite campuses shall have jurisdiction over-all formal complaints filed by anyone against any of their student or group of students, except those under the jurisdiction of the Committee on Student Publications, for violating any of the University rules and regulations which are subject to disciplinary action.
3. Powers and Functions. The Committee shall exercise the powers and perform the functions as follows:
 - a. To receive and act on the complaints filed against any student or group of students for committing any act that is a ground for disciplinary action;
 - b. To conduct formal investigation and hearing or summary proceedings on all complaints filed against any student or group of students;
 - c. To submit the result of formal hearing or summary proceedings and recommendations for action to the Board of Student Discipline for review and confirmation;
 - d. To keep the records of cases and submit reports of their accomplishment as may be required.

F. Board of Student Discipline

1. Composition. The Board of Student Discipline shall be composed of the following: the Dean for Student Affairs and Services as Chair, the unit head(s) of the parties concerned, Student Government President or his representative, a legal counsel, and a secretary. The secretary shall have no right to vote.
2. Jurisdiction. The Board of Student Discipline shall review all recommendations of the Student Discipline Committee on all cases of students involving any of the grounds for disciplinary actions.
3. Powers and Functions. The Board shall exercise the powers and perform the functions as follows:
 - a. To review the records of the case forwarded to it by the Student Discipline Committee;

- b. Perform its appellate function and as such, shall affirm or reverse the decision of the Student Discipline Committee.
- c. To reduce or increase penalty recommended by the Student Discipline Committee as it deems proper and just; and
- d. To render a report of its accomplishments to the University president and other appropriate bodies.

G. Disciplinary Proceedings

Any person may file a complaint against a student or group of students who violate University policies, rules, regulations, standards, or procedures.

Formal Hearing Procedure

The following rules and procedures shall govern the formal hearing:

1. The complainant shall submit to the Student Discipline Committee written sworn statements covering his testimony and those of his witnesses together with his documentary evidence. If, based on such statements, a prima facie case does not exist the Student Discipline Committee shall recommend the dismissal of the case.
2. If, on the other hand a prima facie case exists, the Student Discipline Committee shall notify the respondent in writing of the charges against him, to which shall be attached copy of the complaint and other documents submitted. The respondent shall be given five (5) working days after receipt of the complaint to answer the charges in writing under oath, together with supporting documents. No extension of time shall be allowed except on meritorious cases. The hearing shall be held as much as possible within five (5) working days from submission of an answer or from the expiration of the period for such submission.
3. The Student Discipline Committee may, whether or not an answer is filed, thereafter call the parties for a hearing if there are facts and issues to be clarified from a party or witness. The hearing shall be non-litigious and shall be for clarification and fact-finding. The parties can be present at the said hearing but without the right to examine or cross-examine. They may, however, submit to the Student Discipline Committee questions which may be asked to the party or witness concerned.
4. Other than the members of the Student Discipline Committee, attendance at the hearing may include the complainant, the respondent, witness, legal counsel for the parties concerned, if availed of, and security personnel when deemed appropriate.
5. The direct evidence for the complainant and the respondent shall consists of the submitted testimonies, sworn statements and other supporting documents, without prejudice to the presentation of additional relevant evidence deemed necessary but was unavailable at the time of the filing of the pleadings. All information and evidence offered or received at the hearing shall be fully disclosed to the individual(s) or group charged.
6. The hearing shall be closed to the public. The hearing shall be informal. The disciplinary process is an administrative and not a criminal proceeding, therefore, there is no need to define prohibited conduct or the hearing procedures with the specificity required in criminal law. The hearing shall be conducted only for purposes of ascertaining the truth and may not necessarily adhere to technical rules applicable in judicial proceedings. The chair shall provide reasonable opportunities for witnesses to be heard. The complainant or respondent may elect to have an attorney present at his own expense.
7. The failure of a respondent or representative to appear shall not be taken as an admission of guilt. The Student Discipline Committee may proceed in the absence of any party who has received due notice of the hearing.
8. A majority of the Student Discipline Committee members shall decide on the penalty to be recommended. The decision rendered shall be in writing, stating the grounds for which the disciplinary penalty is recommended.
9. The recommendation of the Student Discipline Committee shall be submitted to the Board of Student Discipline in writing within five (5) working days after it was decided and copies shall be provided to all the parties concerned.

10. Immediately after receipt of the recommendation of the Student Discipline Committee, the Board of Student Discipline shall convene and render a decision within five (5) working days from the start of the review.
11. Any party in the case may file a motion for reconsideration with the Board of Student Discipline, stating the grounds for the motion, within ten (10) working days upon receipt of the decision of the Student Discipline Committee; otherwise the recommendation of Student Discipline Committee, subject to the modification of the Board of Student Discipline, shall be deemed final and executory.
12. If the motion for reconsideration is denied by the Board of Student Discipline and except when the penalty is dismissal or expulsion, its decision shall be final and executory.
13. The written decision of the Board of Student Discipline shall be forwarded to the University President not later than three (3) working days after the date when the decision was rendered. The Board of Regents and all parties concerned shall be provided a copy of the decision.
14. If the penalty is dismissal or expulsion, the concerned party may appeal to the University President or the Board of Regents within ten (10) working days from receipt of the denial of the motion for reconsideration.
15. The Board of Regents, or the University President as authorized by the BOR, shall issue the Order of Execution of its decision on the case.

Summary Proceedings

Summary proceeding is an alternative form of legal proceedings for cases that require prompt action without the need for formal hearing. Summary proceedings are applicable in any of the following cases:

1. When the respondent freely admits his guilt in writing
2. When the offender is caught in the act by any person in authority or his agents;
3. When the evidence of guilt is strong
4. When the respondent is a habitual offender, that is, he has been punished for at least three (3) times for the same or different offenses

Cases for summary proceedings should be brought to the Committee on Student Discipline for decision. Any recommendation rendered as a result of summary proceedings shall be in writing stating the grounds for which the disciplinary penalty is recommended and submitted to the Board of Student Discipline for approval. The action of the Board on the recommendation of the Committee shall be communicated in writing within five (5) working days to the respondent and forwarded to the University President.

The respondent may file a motion for reconsideration with the Board of Student Discipline stating the grounds for the motion within ten (10) working days upon receipt of the decision, otherwise and except when the penalty is dismissal or expulsion, the decision of Board of Student Discipline shall become final and executory.

If the motion for reconsideration is denied by the Board, the respondent may appeal to the University President within ten (10) working days from receipt of the denial of the motion for reconsideration.

The Board of Regents, or the University President as authorized by the BOR, shall issue the Order of Execution of the decision.

Part 4 Student Grievance and Assemblies

A student may pursue a grievance if he or she believes that a member of the University community has violated his or her rights. The person filing the grievance must be the alleged victim of unfair treatment; a grievance cannot be filed on behalf of another person.

The University grievance process, although encouraged in resolving grievance issues, is not mandatory. Students or any member of the academic community may seek other means in resolving grievances. Every attempt shall be made to resolve grievances or problems at the point of origin.

A. Grievance Resolution

A grievance may be resolved through either an informal or a formal process.

Informal Resolution Process

1. The grievant should first discuss the issue with the person(s) responsible for the action or decision being grieved. This is not required in cases where the grievant believes that efforts at informal resolution may result in retaliation or other unfair treatment. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance.
2. If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing to the chair or dean of the department or college where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the concerned the chair or dean not later than forty-five calendar days after the student first became aware of the facts which gave rise to the grievance. (If the grievance is against the chair or dean of a department or college, the student should address his or her grievance to the next level administrator.)
2. If resolution of the grievance is reached informally, a written agreement (if deemed appropriate) outlining the provisions of the resolution and indicating that grievant was aware of but waived the right to a formal resolution must be signed by the grievant.

Formal Resolution Process

If any grievance cannot be resolved at the informal level, it may be submitted as a case for a formal hearing.

1. The student may file a grievance by sending a written request for hearing to the person with supervisory authority over the person(s) named in the grievance as causing harm to grievant with the following information:
 - a. how the decision or action is unfair and harmful to the grievant and list the University policies or laws that have been violated, if known;
 - b. name of the respondent party or person(s) against whom the grievance is filed;
 - c. how the respondents are responsible for the action or decision; and
 - d. the requested remedy.
2. If the grievance has merits, the concerned administrator or a designee, shall appoint a panel of four persons to hear the grievance. Panel members shall include two students and faculty or staff members who are not part of the same office or immediate administrative unit as the respondent(s). Panel members should have no personal interest in the outcome of the proceeding, and should not have any personal involvement in the matter.
3. The panel shall meet, elect a chair, and send the grievant's hearing request to the respondent(s), all within ten University business days of being appointed. The chair

shall offer respondent(s) an opportunity to provide a written response to the allegations within ten University business days to the panel chair. The chair may extend the deadlines for submitting a response and for exchanging proposed exhibits upon a showing of good cause. The response to the grievance must be distributed to the panel and all parties at least ten University business days prior to the hearing.

4. The chair shall notify the parties of the hearing date, time, and place at least ten University business days in advance of the hearing. The panel may schedule additional days for hearing, if needed, after the hearing is underway, so long as all parties receive reasonable advance notice of the additional dates.
5. The hearing shall be closed to the public. The panel has the authority to rule on procedural matters not otherwise addressed in University policies and procedures and does not violate due process rights. Formal rules of evidence will not apply, and the panel may consider any evidence it believes to be relevant and reliable. The panel may decline to consider evidence for reasons of excessive redundancy, immateriality, irrelevance, and other good cause. The hearing shall be non-litigious and shall be for clarification and fact-finding. Rebuttal and other follow-up testimony is at the discretion of the panel.
6. The panel shall deliberate and reach a decision on the grievance in closed session. The decision must be based solely on material presented in the grievance. The panel should decide if the grievance was the result of a misapplication or misinterpretation of university policies, regulations, or rules or a violation of law. The burden is on the grievant to establish by a preponderance of the evidence that the grievant has experienced an injury that would entitle the grievant to relief and that such injury is remediable.
7. The chair of the panel shall compile an official record of the proceeding and anything else considered by the panel in reaching its recommendation. The chair of the panel shall be responsible for ensuring that a written report is prepared that addresses and resolves all material factual issues in dispute, that states a conclusion as to whether the student was subjected to misapplication or misinterpretation of University policy or law, and if so recommends remedies as appropriate. The report and official record shall be delivered to the concerned administrator who appointed the panel, with copies of the report to be sent to the parties, within thirty calendar days after the hearing.
8. The concerned administrator (or designee) who appointed the panel shall issue a written decision within twenty University business days of receipt of the panel's report and official record. The decision may either adopt the panel report in whole, or modify it in part, or reject the report and reach different findings or conclusions for reasons expressly stated. This decision shall be sent to the parties concerned.

B. Student Assemblies

The University upholds the student's right to peaceably assemble and petition the lawful authorities for redress of their grievances and exercise freedom of speech and expression. The exercise of such rights however, should be within the bounds of law, public policy and accepted customs and traditions and should not infringe upon the exercise of others' rights to engage in their studies, work or other lawful activities.

Requirements for Holding Student Assemblies

Student assemblies may be held within the University campuses and its premises provided, however, that the holding of such assemblies adhere to the following conditions:

1. Written request for permission to hold student assembly must be submitted to the University President at least two (2) school days before it is held or announced.
2. The written request to hold student assembly must include the following:
 - a. Name of the sponsoring organization,
 - b. Purpose of the assembly;
 - c. Place, date, time and duration of assembly;
 - d. Estimated number of participants; and
 - e. Course, year and section of other students to be involved;
 - f. Name(s) of invited speaker(s), if any;
 - g. Signatures of organization president and adviser(s).
3. If the purpose of the assembly is for redress of grievances against University authorities or policies, students shall resort to other peaceful means like dialogue or negotiation between parties prior to the holding of a student assembly. To initiate a formal negotiation, students may submit to the University officials a position paper indicating therein the grievance or issues to be discussed and proposals for the resolution.
4. In holding student assembly for the redress of grievances, the student participants must adopt the following measures:
 - a. To identify, in coordination with the Dean for Student Affairs and Services, the appropriate place for the assembly;
 - b. To police their ranks and ensure that only the University students participate in the assembly;
 - c. To ensure order in assembly and that no person in the student assembly molests, intimidates, or threatens other members of the academic community;
 - d. To ensure that the student assembly does not block the gates or the roads within the campus;
 - e. To ensure that the regular academic programs and activities in the University are not in any way disturbed, distracted, or interrupted;
 - f. To see to it that no student under the influence of liquor or prohibited drugs join and participate in the assembly;
 - g. To see to it that no student carries deadly weapon i.e. guns, knives etc. in the assembly;
 - h. To see to it that the student assembly stays in the place and disperses on the date and time specified in the written notification.
5. The sponsoring group or organization shall be accountable for the restitution/restoration of any loss/damage to University facilities resulting from the holding of the assembly. This is without prejudice to whatever appropriate legal action the University may pursue against the person(s) responsible for such loss or destruction.

IV. Operational Control, Supervision and Procedures: Faculty

A. Rights, Privileges, Duties and Responsibilities of the Faculty

Once an applicant is hired as faculty member of the BSU, he/she voluntarily assumes the corresponding rights and privileges, function, and responsibilities of the position. These are categorized into three areas: rights and privileges instructional duties, and administrative responsibilities as stated herein:

Rights and Privileges

1. The rights of the faculty members to form and establish a professional union/association in the University and submit to the University President a copy of its constitution and by-laws.
2. The right of the faculty to participate in decision-making of the University shall be recognized and ensured.
3. The right to free expression of opinion and suggestions and effective channels of communication with appropriate bodies of the University.
4. The right to be provided with free legal service by the university when charged for actions committed directly in the lawful discharge of professional duties and/or defense of school policies.
5. The right to be free from involuntary contribution except those imposed by their own organizations and those sanctioned by the University administration.
6. The right to be free from compulsory assignments not related to their appointments or employment status, unless compensated in conformity with existing laws.
7. The right to intellectual property consistent with applicable laws.
8. The faculty shall be deemed persons in authority when in the discharge of official duties and responsibilities, and shall therefore be accorded due respect and protection.
9. The right to be accorded the opportunity to choose alternative career line either in school administration, classroom teaching, and others for purposes of career advancement.

Instructional Duties

Teaching requires expertise and certain skills appropriate to instructional approaches and strategies. A faculty member therefore, should be one who is an expert in what he/she teaches, a master of his/her subject matter, and skillful in the art of teaching. In consonance with these requirements, each faculty member of the University is expected to:

1. Be punctual and regular in coming to classes and submit in due time all required reports and record such as grading sheets, syllabi, etc.
2. Be accountable for the effective and efficient attainment of specific learning objective in pursuance of national development goals within the limits of available school resources;
3. Provide the students clear and objective criteria for evaluating students' academic performance and by promptly returning/showing their test papers and other course requirements.
4. Effectively manage his/her class and maintain order and discipline therein.
5. Maintain good professional relationship with the students by making himself/herself available for academic consultation or advising. This way, it must be undertaken as an extra-classroom activity of the teacher for the whole class or individual members.

Administrative Responsibilities

Every faculty member must uphold the laws of the land. He shall submit himself/herself to the provision of special laws including, but not limited to the following:

1. The BSU Charter (RA 7665) and RA 8292
2. The Education Act of 1982,
3. The Comprehensive Dangerous Drug Act of 2002
4. The Code of Ethics for Professional Teachers,
5. The Code of Conduct and Ethical Standard for Public Officials and Employees,
6. Uniform Rules on Administrative Cases in the Civil Service,
7. The Omnibus Rules Implementing Book V of Executive Order 292,
8. The Anti-Sexual harassment law,
9. The University Code, and
10. Other rules and regulations promulgated by concerned authorities.

Likewise, every faculty member is expected to support and carry out the policies of the University in whatever capacity he or she may perform and regardless of his/her personal views.

Complaints of students against the administration or members of the faculty should be coursed through the legitimate channels of authority.

Every faculty member is expected to render his/her full measure of cooperation with the Administration, and such, is expected to:

1. Attend faculty meetings and official University functions like graduation exercises, in-service trainings and seminars, foundation celebration, and other activities;
2. Participate actively and wholeheartedly in evaluating existing policies and regulations, to formulate new ones, to discuss proposed regulations, and help solve instructional or educational problem;
3. Extend services to University undertakings and projects/program committees and participate in academic planning that school authorities may deem necessary;
4. Conduct researches and participate in community projects and organizations;
5. Accomplish and strictly submit on time grade sheets, daily time records, examination questions, clearance forms, statement of assets and liabilities and all other documents required by law and the university administration;
6. Observe and abide with all existing rules, regulations, and policies of the University, and
7. Performs such other functions as reflected in the table of organization.

Professional Responsibilities

Professional competence and development are the aspirations of every member of the faculty of the BSU. To attain such level, each faculty member should keep himself/herself abreast with the latest development in his/her area of specialization and in the general area of education.

To continuously strive and attain academic excellence and professional growth, each faculty member should:

1. Continuously pursue and complete graduate and advanced studies;
2. Attend and actively participate in trainings, seminars, skills upgrading conferences, and symposia;
3. Join and become members of professional societies and organizations;
4. Undertake research works and community projects and activities; and
5. Extend expertise in producing innovative instructional modules and teaching aids and devices.

B. General and Professional Regulations

The achievement of the University's vision, mission and goals depends largely on its faculty members who possess and exhibit moral character, professional competence and skills, high spirit and ideals, and imbued with a sympathetic understanding of human nature. Premised on this virtual requirement, the following Code of Professional Ethics is hereby outlined for the guidance of the faculty members.

The Professor/Instructor and his/her Profession

1. In consideration of the nobility of the teaching profession, every faculty member is expected to show sincere interest, pride and respect to his/her profession.
2. The professor/ instructor are always expected to conduct himself/herself properly at all times because the profession dictates the highest standard of integrity and morality. All forms of acts and behavior that may elicit negative comment/reaction from the academe and the community should be prohibited.
3. The professor/instructor should be physically and mentally fit for service in the university
4. To protect the honor and integrity of the teaching profession, all professor and instructor are expected to :
 - a. Refrain, from spreading defamatory and libelous words and language against other members of the academic community;
 - b. Prohibit himself/herself from using vulgar language and jokes inside and outside the classroom;
 - c. dress appropriately especially in the school and in attending external functions representative of the university; and
 - d. respect personal views of his colleagues in the profession
5. The professor/instructor should continuously strive to grow and develop professionally by engaging in various activities that will broaden his/her outlook in life and deepen his/her professional undertakings.

The Professor/Instructor and the University

1. Every faculty member is expected to carry out his function and work towards the attainment of the vision, mission, and goals of the University. He/She is the working partner in upgrading kits program standards and achievements to further improve its educational leadership and international competencies.
2. Professors and instructor are restricted from discussing in public the proceedings, decisions, or any other decisions reached by the Board of Regents or any other administrative body without any permission from duly authorized university official.
3. Each member of the faculty shall refrain from publishing or discussing in public against his/her co workers concerning his official duties and/or private life or conduct. Any such complaint or charge shall be addressed to proper authorities of the University for action before resorting to any remedy available to the complaining party.
4. Every member of the faculty should avoid actions and/or activities that will cause embarrassment and inflict harm on the honor and dignity of the university.
5. Complaints, questions, and/or clarifications relative to certain policies and practices should be directed to the University President through the proper channels.

The Professor/Instructor and his/her Colleagues

1. Harmonious relationship between and among the university faculty members if the primordial concern of this code. To attain such, mutual trust and respect, loyalty, self-sacrifice, willingness to help one another, and sharing professional knowledge and experience must be manifested by everyone in the academe.
2. Professional ethics dictates that every member of the faculty must:
 - a. protect the integrity of one another by avoiding discussions of one personal shortcomings and problems, particularly in the presence of students, parents and others;

- b. act as role model for one another, living the life of a professional worthy of the dignity and respect in the teaching profession.
 - c. appreciate and gratify any form of assistance received from colleagues and
 - d. see to it that the classroom is clean, and chairs and tables are in order as courtesy to the next user.
- 3. When requested to substitute for a colleague, he/she should follow closely the instructions given by the regular professor/instructor or the Dean, so the continuity of the lesson and effective learning is facilitated.

The Professor/Instructor and his/her Students

1. Teacher-student relationship should be characterized by cordial and mutual respect at all times. Faculty members should recognize that the paramount concerns of the university are the interest and welfare of the students.
2. While firmness and resoluteness in imposing discipline are called for, they should be tempered with humane acts.
3. Faculty members shall not enter into deals with any student of the university involving money, property, or other consideration, which might influence the scholastic standing of the student.
4. Fairness should always be the prime consideration in giving academic assignments and grades to students. Professors and instructor should give reasonable class work or assignments in evaluating students; he/she should not allow himself to be influenced by any consideration other than the merit of the student's performance.
5. A faculty member should never take advantage of his/her students by:
 - a. A collecting or borrowing money from them;
 - b. Engaging in business with them inside the university premises; and
 - c. Making students do school paper works or do domestic chores for him
6. The faculty members are duly bound to observe the provisions of the Code of Ethics for Professional Teachers and Ethical Standards for Governments Employees.

C. Administrative and Supervisory Policies

The University primarily recognizes the right of the students to quality education through competent instruction in line with the national development goals. To ensure the delivery of quality education to its students, the University adopts the following policies:

A. Faculty Responsibilities Throughout the Academic Year

1. Prior to the opening of each academic year, each faculty member is required to:
 - 1.1 Report personally to the Office of the Dean of the College upon notice or important information, and other related matters vital to the opening of classes;
 - 1.2 Personally secure copies of teaching loads and class schedule from the Dean before the opening of classes.
2. During the academic term, every faculty member is required to:
 - 2.1 Observe and follow strictly his/her class schedule and room assignment as prepared by the Dean.

2.2 Attend his/her classes promptly.

2.3 Report immediately to the Dean concerned any conflict encountered in the schedule, e.g. time, room, faculty, etc.

2.4 Accept class cards and verify the same from the student's registration card by countersigning.

2.5 Provide orientation to his students on class policies and requirements as well as discussion of course syllabus, provisions of the student's handbook and the use and care of university facilities.

3. At the end of the academic term, every faculty member is required to:

3.1 Submit promptly the necessary grading sheets to the Registrar's Office thru the MIS Office.

3.2 Distribute class cards at a designated date, time and place not later than two weeks after the end of the term as scheduled by the Dean.

B. Changes in Class Schedule and/or Room Assignments

Before a faculty member can change his/her class schedule/classroom, he/she should first secure the approval of the Dean to avoid conflict. Proper coordination among the Deans should likewise be observed in cases of classrooms and classes being held in different buildings and facilities in the University. Generally, a faculty member is prohibited from changing his/her official class schedule; however, if inevitable he/she should first seek the approval of the Dean.

C. Attendance of Faculty Members

Faculty members are obligated to meet their classes regularly and promptly at the assigned official schedule and classroom.

In any case that a faculty member has to be absent from classes, he/she should notify the Dean within a reasonable time to give the latter sufficient time to look for a substitute.

D. Student Admittance to Classrooms/Laboratory Rooms

The class schedule consists of the entire duration of a subject whether lecture, laboratory/shop as required in the curriculum.

Only students who are officially enrolled in the class are allowed to enter or stay in the classrooms. Only in case of emergency an outsider be entertained. Sit-in students must secure prior approval from the Dean. Students attending class for audit purposes must be officially enrolled.

E. Instructional Policies

1. Classroom Management

The faculty member is the person in authority in the classroom and at the same time a role model to his/her students. As such, he/she should observe the highest professional conduct during classes by refraining from smoking, eating, chewing gum, reading newspaper or performing distracting activities in the classroom. He/She shall also refrain from using cell phone while classes are going on. It is likewise expected that he/she be in charge of maintaining an atmosphere conducive to learning.

2. Checking of Attendance

Faculty members should be tactful in checking student attendance. A seat plan for every class may be prepared to facilitate the checking of attendance. It is incumbent upon the professor/instructor to provide his/her own method.

3. Textbooks and Reference Books

Faculty members are entitled to prescribe a textbook and such other reference books for the subject. These books approved by the Committee on Textbook Development are to be used by the faculty.

4. Examinations

4.1 Schedule

There are two major examinations required in an academic term: midterm and final examinations. These examinations are reflected in the school calendar prepared by the University Registrar. Any deviation from the schedule must be with prior approval of the College Dean.

4.2 Examination Permit

No student shall be allowed to take the midterm and final examinations without the official examination permit duly signed by the University Accountant. Upon presentation of permit on examination date, faculty members concerned should sign it properly.

4.3 Administration of Examinations

It is the responsibility of every faculty member to administer his/her examinations. It is only under extremely unavoidable circumstances, and with prior approval of the Dean, may a substitute proctor be allowed to administer an examination.

4.4 Checking of Test Papers

The faculty members should personally check the examination papers. Corrected papers should be shown or returned to the students, except the final test, which are submitted to the Office of the Dean.

4.5 Special Examinations

Special examinations may be given to students who failed to take it on scheduled date only for acceptable reasons and upon presentation of an appropriate document duly signed and noted by the Dean or a medical certificate signed by the University Physician.

F. Grades

A student's rating or grade in a subject is a manifestation of his/her academic performance or standing in class. It is also the weighted average or sum total of all requirements of the course such as recitation, quizzes, test, seat works, home works, experiments and laboratory works, researches, reports and others.

The faculty member is the sole authority to determine and give grades to students. All faculty members are required to keep a class record indicating among others student ratings and make it available when needed for a purposes.

Academic Lecture Subjects Labs/Shops/Designs

Quizzes - 30%	Examinations - 30%
Recitation - 10%	Projects/Exp. - 30%
Projects - 20%	Quizzes - 20%
Examination-30%	Recitation - 10%
Attendance/ Work Ethics- 0%	

1. Midterm Grades

Faculty members are required to inform their students of their midterm grades so that appropriate remedial measures can be taken by students to improve their academic standing.

2. Final Grades

Every faculty member is required to encode the final grades at the MIS Office not later than two (2) weeks after the final examination. The encoded grades shall be printed at the MIS in three (3) copies. The printed grade sheets will be signed by the faculty and submit one (1) copy to the Registrar's Office. The Registrar's Office consolidates the submitted copies of grade sheets and forwards same to the Deans for signature.

Distribution of copies: 1 copy – Registrar's Office file; 1 copy – College Dean; and 1 copy – Professor/Instructor concerned. In the distribution of class cards, the faculty member must require the student to sign opposite his/her name in the professor's/instructor's copy of the grade sheet to manifest an agreement that no discrepancy occurs on the grade reflected on the class card and the grade sheet.

3. Request for change of Final Grades

No faculty member shall change the final grade after it has been filed at the Office of the Registrar. In exceptional case, as where an error has been committed, the faculty may request in writing to the Vice President for Academic Affairs through the Dean citing among others pertinent evidence to justify the change. The approved request is forwarded to the Registrar's Office for the correction on the record.

G. Grading System

The academic performance of the student shall be rated using the following grading system:

Grade - Equivalent

1.0	-	97 – 100%
1.25	-	94 - 96%
1.5	-	91 - 93%
1.75	-	88 - 90%
2.0	-	85 - 87%
2.25	-	82 - 84%
2.5	-	79 - 81%
2.75	-	76 - 78%
3.0	-	75%
4.0	-	Conditional Passed
5.0	-	Failed
INC.	-	Incomplete
DRP.	-	Dropped – w/o credit

4.0 (Conditional Passed) indicates that there is a slight deficiency in the performance of the student to satisfy the minimum requirements the course for him to earn the lowest passing grade of “3.0”. The student, in consultation with the subject teacher concerned, must resolve this deficiency within two (2) weeks after he received the grade/class card; otherwise the grade automatically becomes “5.0”. The grade of 4.0 shall not appear in the student’s permanent records or transcript of records.

INC. (Incomplete) indicates that the student has been getting passing marks in all criteria for grading except he lacks certain project or that he lacks certain project or activity required in the course. The abbreviation “INC.” appear in the class card and the grade sheet. The student has a grace period of one (1) year to complete the requirements; otherwise, “INC.” automatically becomes “5.0”. If the student got the mark of “INC.” in a prerequisite subject, he may not enroll the subject in which it is a prerequisite until he has completed such prerequisite subject.

DRP. (Dropped) mark given to student who officially drops a subject not later than one week before the midterm examinations based on the school calendar.

UD (UNOFFICIALLY DROPPED) mark given to student who failed to officially drop the subject. Students who shall incur unexcused absences before the midterm examination, equivalent to more than 20% of the required contact hours shall be officially dropped from the class roll by the professor/instructor.

H. Supervision and Evaluation

1. Supervision

Being appointed to the teaching force of the University implies the willingness of the appointee to uphold the standard of the Bulacan State University and to abide by the policies, rules and regulations governing its system of administration. To ensure the merits and promotion of deserving faculty members and encourage their commitment to the profession and duty, the Dean/Campus Administrator concerned makes periodic classroom observation of teaching approaches, student responses and classroom management.

2. Evaluation

The University puts premium consideration on the growth and development of an individual. One way to attain this is through annual performance evaluation of faculty members. They are evaluated by their superiors, peers and students.

2.1 Criteria for Evaluation -

2.1.1 teaching performance which covers his/her effectiveness in classroom.

2.1.2 compliance and observance of the University policies, rules and regulations (e.g. wearing of uniform, punctuality in submission of grades, and other documentary requirements).

2.1.3 cooperation and participation in school activities and functions (e.g. attendance to meetings, participation in college/university affairs, cooperation and participation in committee works, etc.

2.1.4 human relations and ability to work harmoniously with peers, superiors and other members of the academe.

2.2 Evaluation Percentage –

The teaching performance is based on the weighted evaluation by the Dean which is 25%, self -evaluation is 25%, peers which is 25% and the students 25%.

I. Permit to Teach Outside the University

Faculty members who would like to teach outside the university should conform to the following rules:

1. Permit must be applied for with the University administration;
2. Load limit must be 12 hours including excess at BulSU;
3. Teaching loads must be outside the official time;
4. Permit must be renewed;
5. Must secure official letter from other employer as to his load and schedule and submit the same to the University President;
6. The University reserves the right to make official inquiries with outside institution;
7. In case a conflict arises on attendance to official functions, priority is for BulSU;
8. Faculty members must attain a very satisfactory performance in the last rating period; and
9. Non-compliance with the aforementioned requirements will subject the faculty member to administrative proceedings.

J. Employment Conditions

1. Faculty Recruitment, Selection, and Hiring Policies

Hiring of faculty is the duty of the Administration based on felt need, existing laws and other applicable government policies.

1.1 Application for employment shall be addressed to the President of the University through the Human Resource Management Officer. Application is open to all, including non-teaching personnel who opt to shift to faculty status. The applicant shall file his application letter at the HRM office, along with his

- bio-data or resume
- certified true copy of transcript of record
- certified true copy of diploma
- xerox copy of official rating of government exam
- certification of previous employment (if applicable)
- letters of recommendation from three (3) disinterested persons guaranteeing the moral and personal integrity of the applicant

1.2 Documents of applicants are sent to the dean concerned for pre-selection. Only applicants with appropriate master's/ doctorate degree are considered for interview. In case where there is a dire need for a faculty member in highly technical fields (engineering, architecture, medicine, etc.) and no one with master's or doctorate degree has applied, a BS graduate may be considered. Honors received (academic honors – cum laude, dean's lister, board placer) shall be among the main considerations for BS graduates.

1.3 Before the interview, pre-selected applicants are required to take three (3) sets of psychological tests after which the results shall be transmitted to the HRMO for evaluation.

1.4 A demonstration teaching may be scheduled by the College concerned to test the teaching proficiency of the applicant.

1.5 The applicant shall be scheduled for interview by the Faculty Selection Board (FSB). The FSB is composed of the following:

- Vice President for Academic Affairs as Chair;
- Dean or Campus Administrator concerned;
- President of the Faculty Union;
- An expert in the discipline applied for;
- Human Resource Management Officer as secretary; and
- Such other members as the University President may designate

The interview shall cover, among others, the applicant's mastery of his field of specialization, command of the medium of instruction, attitude towards work, and such other data and information that have significant bearing on the position being applied for. During the interview, the FSB shall take into consideration the following personal attributes of the interviewee:

- a. Pleasing personality;
- b. Physically and mentally fit;
- c. Manifestation of clear understanding of the teaching-learning process and learners' psychology; and
- d. Manifestation of knowledge on, and application of the teaching contents and methodologies.

1.6 A character investigation shall be conducted by the HRMO on those who shall be considered for hiring.

1.7 Results of the psychological tests, demonstration teaching, and interview shall be collated and ranked in the HRMO and an endorsement paper shall be forwarded to the University President as signed and recommended by the FSB. The University President in his legal capacity as the appointing officer shall render the final decision on the application.

2. Hiring

Applicants who will be hired shall be notified by the HRMO to report, accomplish pertinent appointment papers, undergo the mandatory physical examination, and submit the following required documents:

- a. NBI clearance
- b. Form 212 (PDS) 4 copies
- c. Medical certificate (BSU Medical services)
- d. Statement of Assets and Liabilities
- e. BIR 1902 and 1025 (use black ink)
- f. 2 copies of Personal Data Form
- g. 2 documentary stamps
- h. 2 xeroxed copies of birth certificate and of children (if any)
- i. 2 xeroxed copies of marriage contract (if applicable)
- j. BIR W-2 from previous employer
- k. Xeroxed copy of Official Rating of Government Exam
- l. Transcript of Records (original and photocopy)
- m. 3 (2 x 2) identical pictures (colored with white background)
- n. permit to teach duly approved by the head agency, if government employee
- o. 1 long folder

Note: Blank forms of documents (b – f) may be secured from the HRMO.

Transferees from other government agencies are also required to submit the following documents:

- a. approved transfer

- b. clearance from previous employer
- c. certificate of last day of service with pay verified by auditor
- d. service record/copy of appointment papers
- e. performance ratings
- f. certificate of earned leave credits (if applicable)

K. Terms and Conditions of Employment

1. Teaching Appointment

The applicant who gets hired will be issued a copy of his/her appointment duly signed by the University President.

2. Faculty Classification

Members of the faculty are classified according to the status of their appointment.

2.1 Regular

2.1.1 Permanent – one whose term of appointment is continuous and carries the assurance of employment until the age of retirement unless the faculty resigns or is terminated for cause. Permanent status is earned after successfully fulfilling the requirements of a Master's degree and has served the University for two (2) years of very satisfactory performance.

2.1.2 Temporary – one whose term of appointment is subject to certain requirements, i.e. Bachelor's degree of the field applied for, has relevant master's degree or at least in the process of writing his thesis and he/she has served the University for two (2) years of very satisfactory performance.

2.2 Part-timer – one who teaches in the University but is neither a permanent nor a temporary faculty. Government employees who are part-timers are required to submit a written permit to teach outside their office of employment. Appointments of part-timers are renewed every semester depending on their performance in the previous semester and subject to the availability of teaching load.

2.3 Visiting Professor – one who is invited by the University/College from other institutions to render services in the form of instruction, research, extension, and the like for the duration of a program. Foreign professors who are invited to speak in a forum, symposium, or a lecture series fall under this category.

2.4 Exchange Professor – one who is invited by the University/College to render services in the form of instruction, research, extension, and the like for a fixed period of time, usually from six (6) months to two (2) years.

3. Academic Rank

The following classification of faculty by academic rank along with relevant qualifications applies only to permanent and temporary full-time teaching faculty in the university. In order to qualify to an academic rank, faculty members should reach certain NBC point requirements.

3.1 Main Factors and Maximum Points:

Factors	Maximum Number of Points
Educational Qualification	85
Experience and Length of Service	25
Professional Development, Achievement, and Honors	<u>90</u>
TOTAL	200

3.2 Point Brackets for Faculty Ranks and Sub-Ranks

Faculty Rank	Sub-Rank	Salary Grade	Bracket
Instructor	I	12	65 below
	II	13	66-76
	III	14	77-87
Assistant Professor	I	15	88-96
	II	16	97-105
	III	17	106-114
	IV	18	115-123
Associate Professor	I	19	124-130
	II	20	131-137
	III	21	138-144
	IV	22	145-151
	V	23	152-158
Professor	I	24	159-164
	II	25	165-170
	III	26	171-176
	IV	27	177-182
	V	28	183-188
	VI	29	189-194
College/ University Professor		30	195-200

4. General Qualifications

4.1 All appointment of faculty members shall be made strictly on the basis of merit. No religious opinions or political affiliation of the faculty shall be a matter of examination or inquiry.

4.2 Members of the faculty shall be exempted from the requirement of civil service eligibility as a prerequisite for appointment.

4.3 Appointment and promotion of faculty shall be made in accordance with the criteria, rules, procedures, and other guidelines set forth in the Common Promotion and Merit System for Faculty of SUC's, National Compensation Circulars, and the Qualification Standards of the Civil Service Commission and promulgation of the Board of Regents.

4.4 No person shall be eligible for appointment or reinstatement as a regular member of the faculty during the term of which he has been elected to any political office. If he/she loses or withdraws in the position as a candidate in an election, he can only be reinstated or reappointed as member of the faculty a year after the election.

4.5 No person shall be appointed as faculty on a full time basis if he/she is employed in another institution except under consortium arrangements, provided that such need of the University justifies the appointment and no other applicant approximates the need for high professional and scholastic competence. Such person may be appointed on a year-to-year basis until one who possesses the desired competence is available for regular appointment.

4.6 All members of the faculty shall be appointed by the President subject to the confirmation by the Board of Regents and in accordance with existing Civil Service rules and regulations.

4.7 No faculty member who resigned or got separated from the service whose age is 57 years old shall be reappointed, re-instated, or re-employed without authorization from the Office of the President of the Philippines.

5. Promotion

he promotion of the faculty shall be given utmost and careful consideration bearing in mind the following factors:

- 5.1 teaching ability and attitude of the candidate;
- 5.2 research competence and productivity;
- 5.3 scholarly works and dedication to service;
- 5.4 evidence of professional and academic growth;
- 5.5 extension services and outstanding achievements; and
- 5.6 moral integrity

6. Conversion of Appointment to Permanent Status

- 6.1 Only faculty members who have served the University for at least a period of two years on a full time basis (temporary, 18 teaching hrs/week; part timer, 30 teaching hrs/week) shall be considered.
- 6.2 No faculty member shall be given a permanent status even if he has served the University for a period of two years unless he has obtained his master's degree.
- 6.3 In addition to the documents required for hiring new faculty members, the appointee shall also submit the following documents:
 - a. Oath of office
 - b. GSIS membership form

7. Criteria for the Entitlement to a Faculty Item (Part-time to Temporary Status)

Performance	50%
Educational Qualification	30%
Length of Service	20%

7.1 Performance

The performance shall be based on the efficiency rating using the approved scale in consideration of the following factors:

- Personal character and integrity 40 points
- Teaching effectiveness 40 points
- Participation/contribution in various activities 20 points

N.B. The teaching effectiveness is based on the weighted evaluation by the Dean, 25%; peers, 25%; students, 25%; and self-evaluation, 25%.

7.2 Educational Qualification

Doctorate Degree	85 points
Master's Degree	65 points
Bachelor's Degree	45 points

Additional credits earned:

For every 3 units earned toward a higher approved degree course ... 1 point (maximum of 10 points)

N.B. Requirements needed: original and a photocopy of transcript of records and diploma.

Only those who submitted the necessary documents at the time of evaluation shall be considered.

All claims for points shall be supported by the appropriate and pertinent primary documents.

For example:

Bachelor's degree + 30 M.A. units = 45 + 10 = 55 x 0.30 = 16.5

7.3 Length of Service

Only faculty members with at least two years of very satisfactory performance shall be considered for ranking purposes for entitlement to an item, or as the Board of Regents may approve.

For every year of full-time academic service in BSU 1 point

A year means at least 2 semesters.

For example: 2 years = 2 points x 0.20 = 0.40

All part-time faculty members shall be ranked according to the total number of points earned using the criteria. Evaluation and ranking shall be done whenever items are available. The items, if enough, shall be equally distributed among the various colleges and campuses. If not, the top candidate from each college and campus shall be ranked and the available item(s) shall be given to the faculty who will enter the magic number. In case of a tie, the college or campus with the greater number of part-timers shall be given priority.

8. Faculty Work Load/Hours

Faculty members shall perform teaching either through lecture or laboratory, research projects, extension work, and other equivalent work deemed appropriate, as shown under "Distribution of Faculty Service Hours and Maximum Excess Hours Teaching".

8.1. Regular faculty members without designation shall render 30 working hours a week, 18 hours teaching and the rest to co-curricular and extra-curricular activities.

8.2 Part-time faculty members shall carry a load of not more than 30 hours a week.

8.3 Part-time retired faculty members or employees from government agencies shall render a maximum of 18 hours teaching load per week. This includes teaching loads in the Graduate School and other educational institutions.

8.4 Faculty members with designation and not on vacation and sick leave basis (Level 1 category) shall render 30 working hours a week, 12 hours teaching and the rest to their specified duties and responsibilities.

8.5 Faculty members with designation and on vacation and sick leave basis shall render 40 working hours a week.

8.5.1 Vice Presidents (Level 4) shall render 3 hours of teaching over and above their administrative and supervisory duties and functions.

8.5.2 College Deans and Campus Administrators (Level 3) shall render 6 hours of teaching over and above their administrative, supervisory, research, and extension workloads.

8.5.3 Assistant Deans and Office Directors (Level 2) shall render 9 hours of teaching over and above their specified duties and functions.

8.5.4 Teaching loads of the other members of the faculty and of the Administrative Council shall follow the specifications under the "Classification of Office Designation as Basis for Workload".

8.6 Excess loads of faculty may be allowed over and above the required limit of 12 hours with monetary compensation, provided that a strong justification letter of the Dean stating among others the exigency of the services, be done.

8.7 The BSU Faculty Union President is deloaded to 6 hours teaching load per week and the BSUFAU Secretary and Treasurer are deloaded to 15 hours per week.

8.8 When the interest of the University so requires, the Dean or Campus Administrator may request the President for the presence of the members of the faculty under him/her to do overtime work not only on workdays but also

on holidays, provided that such overtime work shall be compensated in accordance with law.

9. Faculty Salary

- 9.1 The monthly salary of a regular faculty member depends on his/her academic rank as provided by NBC 461, and other provisions stated under the Civil Service Commission's rules and the National Compensation Circular.
- 9.2 A faculty member who retired from this University and is now a part-time faculty shall receive remuneration on an hourly rate based on his/her rate per hour upon retirement.
- 9.3 The salary of a part-time faculty member shall be paid on an hourly rate based on the existing approved rate by the BOR. The total basic salary for the month shall be determined from the accumulated number of hours rendered every 1-15th and 16-30th/31st of the month.

10. Service Credits

- 10.1 A tenured faculty member may convert all or a portion of her regular excess teaching hours into service credits.
- 10.2 Excess loads beyond the maximum limit should be converted into service credits.
- 10.3 A regular faculty member, except those on VSL basis, who render services on weekdays but outside his/her official time, and during weekends, holidays and summer vacation, must be compensated in terms of service credits. Eight (8) hours of service is equivalent to one (1) day of service credit.

11. Termination of Services, Suspension, and Dismissal

Faculty members with plantilla positions may be terminated, suspended, and/or dismissed from service for cause after observance of due process.

The service of a permanent faculty is deemed terminated upon:

11.1 Resignation

A faculty member may terminate his relationship with the University through the serving of his resignation letter addressed to the President. A resignation is a termination of service by voluntary action of the faculty member subject to the following terms:

- a. The faculty member should give a written notice to the President at least 30 days before the intended date of leaving the University. Failure to comply with the 30-day advanced notice may hold the faculty member liable for damages.
- b. The President may approve the notice of resignation upon the recommendation of the Dean concerned.
- c. The faculty member must secure a clearance for any accountability from the University before leaving.

11.2 Retirement

A faculty member may retire under the existing rules of either mandatory or optional retirement scheme.

- a. mandatory retirement upon reaching the age of sixty-five as the law provides on civil servants
- b. optional/early retirement at the discretion of the incumbent as provided by RA 1616

11.3 Permanent physical disability

11.4 Death

11.5 Termination for Cause

In all cases of termination for cause, no faculty member on permanent status shall be separated from the University except after the observance of due process.

In addition to the grounds for dismissal/suspension as provided for by the Constitution and the Civil Service Commission, the following shall constitute as just cause:

- a. acts of lasciviousness and immorality within and outside the school environment
- b. evident negligence of academic responsibilities and gross inefficiency in the performance of assigned tasks
- c. failure to discharge duties and responsibilities as defined in the Personal Data Sheet (PDS)
- d. serious insubordination, gross disrespect to superior, and grave misconduct unbecoming of a faculty member
- e. conviction of a criminal offense involving moral turpitude
- f. mental and/or physical incapacity
- g. membership in illegal and/or outlawed association, societies, and organizations
- h. unauthorized transactions such as sale of tickets, supplies, services, or the collection of any contributions in any form whatsoever from students and school personnel
- i. inflicting harm through corporal punishment on a student
- j. tampering with or falsification of personnel records and/or negligence in keeping school or student records
- k. absence without official leave (AWOL)
- l. alcohol and/or drug addiction
- m. all other violations covered by the Uniform Rules on Administrative Procedure and other applicable laws not included in the aforementioned

In the observance of due process, the faculty concerned shall be given a chance to explain his/her side before the Committee on Decorum and Investigation (CODI) or the University Board on Administrative Cases (UBAC) instituted by the University, as provided for by the Uniform Rules on Administrative Procedure promulgated by the Civil Service Commission which shall automatically review the case without prejudice to further judicial remedies.

The Committee on Decorum and Investigation (CODI) is composed of the following:

Chairman – Vice President for Academic Affairs

Members – Dean/Campus Administrator/Director/Division Head of Academic or Admin. unit of the party/parties concerned
Faculty/NAPA President or his duly authorized representative
Supreme Student Council (SSC) President or his duly authorized representative (if the complainant is a student)

Legal Counsel – Dean of the College of Law or his duly authorized representative

Secretary – VPAA secretary

The CODI shall perform the following functions:

1. Receives and investigates complaint/s regarding sexual harassment in accordance with the prescribed procedures;
2. Leads in the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;
3. Submits a report of its findings with the corresponding recommendation to the disciplining authority for decision.

The University Board on Administrative Cases (UBAC) is composed of the following:

Chairman – Vice President for Administration and Finance

Members – Dean/Campus Administrator/Director/Division Head of Academic or Admin. unit of the party/parties concerned

Faculty/NAPA President or his duly authorized representative

Supreme Student Council (SSC) President or his duly authorized representative (if the complainant is a student)

Legal Counsel – Dean, College of Law

Secretary – VPAF secretary

The UBAC shall perform the following functions:

1. Receives and investigates complaint/s against faculty member/s and non-academic personnel in accordance with the prescribed procedures;
2. Submits a report of its findings with the corresponding recommendation to the BSU President for decision.

12. Benefits and Other Privileges

The faculty members (permanent & temporary) of the University presently enjoy the following benefits and other forms of emoluments:

A. Leave Benefits

1. Teachers Leave (Service Credits)

A permanent faculty member can avail of teacher's leave, consisting of vacation and sick leave. They do not normally perform administrative functions.

2. Cumulative Leave (VSL) Credits

Members of the faculty on permanent status who regularly perform administrative functions shall be granted cumulative leave. Their functions shall be construed to mean those duties that are necessary in the management of the University or any of its unit.

3. Maternity Leave

Maternity leave shall be granted to a legally married female faculty member as necessary, in addition to such leaves to which she may be entitled. The leave shall be for 2 months.

4. Paternity Leave

All legally married male faculty member may avail of seven (7) working days paternity leave with pay within sixty (60) calendar days from the date his legal wife goes on maternity leave.

5. Emergency Leave (VSL only)

This refers to a leave from duty with permission on account of an extreme emergency situation. Faculty members may avail of this leave with pay for a maximum of two (2) working days annually on account of the following:

- a. Death of an immediate relative
- b. wedding/anniversary
- c. graduation
- d. recognition ceremony
- e. counseling, etc.
- f. during a calamity

6. Birthday Leave

A faculty member may go on a one (1) day birthday leave with pay on his/her birthday or on any other working day within seven (7) days before or after his birthday.

7. Anniversary Leave

Professors and instructors may go on a one (1) day leave with pay on the anniversary of his/her first day of service in the University or on any working day within seven (7) days before or after the anniversary date.

8. Leave Without Pay

Members of the faculty may go on leave without pay, provided however that the instructor concerned has accumulated leave to his credit. This leave may be granted for good reason and cause, his/her application for leave should be filed well in advance so that the leave will not interfere with work in the University.

9. Sabbatical Leave

Permanent regular faculty members from the rank of Associate Professor and above may avail of the sabbatical leave. This is to enhance scholarship pursuits and revitalize their academic competence, as well as to contribute to the reserve knowledge of the institution.

10. Study Leave

Study leave is granted by the University of a faculty member wishing to go on a study leave provided he/she secures the approval of the President. A study leave is renewable every semester but in no case shall exceed two (2) years.

11. Wedding Leave – shall be granted to the faculty member who marries or gets married and may be availed of five (5) working days.

12. Special Benefits

Section 1. The UNIVERSITY shall prioritize the use of saving in accordance with law, taking into account employees welfare and mandatory economic benefits. In particular, the UNIVERSITY shall provide the following:

- a. Economic enhancement 6,000 yearly
- b. Christmas grocery allowance (minimum of 6,000 per year)
- c. Increase in the amount of the loyalty pay (at least 2,000 per year of service; to be given every 5 years) – Included in PRAISE
- d. Annual incentive grant (minimum of P40,000 per year)
- e. Medicine assistance (P12,000 per year with implementing rules and regulations)
- f. Medicinal Health benefits 150,000 per year (this should follow the implementing rules and regulations)
- g. Additional retirement benefits (3,000 per year of service in BulSU)
- h. And all benefits which the Member are enjoying as given by the BulSU
- i. For non-plantilla positions
 - 1. Year-End Benefits
 - 2. Rice Allowance

} Subject to availability of funds and approval by the Board of Regents

j. For plantilla positions only:

1. Productivity bonus 3. Year-end benefits
2. Clothing allowance 4. Rice allowance

Section 2. The UNIVERSITY shall provide funeral aide (P20,000 with a minimum of 10 years in service in BulSU) for decent mortuary and funeral services for faculty who die while in service, and similar arrangements for the faculty union members who retired. Allocation of the same be provided on the capital outlay in the regular annual appropriation.

Section 3. The nature and extent of additional benefits within the year shall be part of the agenda of regular meetings of a joint UNIVERSITY & Union Committee created among others, to develop guidelines to implement these benefits.

13. Educational Benefits

1. Scholarship Privilege at BulSU

Members of the faculty holding plantilla positions shall have the privilege of enrolling in the University for not more than nine (9) units a semester for undergraduate courses or nine (9) units a trimester for graduate courses. They shall be exempted from tuition fees, provided that the courses in which they are enrolled shall redound to the benefit of their regular work in the University. Legitimate children, wife or husband of a regular faculty member shall be exempted from the payment of tuition fees, upon enrolment subject to renewal every academic term if they pass all units enrolled with a grade of 2.5 or better, in the last semester attended.

2. Scholarship Outside BulSU

Under the Faculty Development Program and through the Scholarship Committee, recipients of scholarship grants will be selected on the basis of the following:

1. He/She must be holding a permanent position and in case none is qualified, at least, on the temporary status.
2. Other factors reflected in the Human Resource Development Rules shall also be considered.

14. Retirement Benefits

1. Retired members of the faculty shall enjoy University library privileges and shall receive publications of the institution FREE OF CHARGE. They shall also be invited to participate in major University programs and activities and may also be entitled to such other privileges, which the University may grant in accordance with law.

2. A retired faculty member with the rank of full professor may be appointed Professor Emeritus subject to the following conditions:
 - a. He/She must have rendered at least 30 years of active and faithful service to the University; and
 - b. He/She must have achieved marked distinction as a productive scholar or educator or is widely acknowledged as an effective and dedicated leader.

A special committee appointed by the President shall be responsible for evaluating nominations of retired professors for an emeritus appointment. The

committee shall submit its recommendation, to the Board of Regents through the President for approval.

15. Other Benefits

1. Dissertation/Thesis Writing Assistance

A dissertation financial assistance of P12, 000 – P20, 000 or thesis financial assistance of P8, 000 – P12, 000 is available to regular faculty members who are in the process of writing their paper subject to some existing conditions.

2. Thirteenth Month Pay

3. Medical and Dental Services

Faculty members are entitled to free medical and dental consultation at the University clinic. Free medicine for minor ailments as prescribed by the University Physician is also available.

4. Recognition and Awards

Realizing the great contribution and faithful service made by faculty members in the attainment of the goals and objectives of the University AWARDS in the form of cash and non-cash shall be provided to faculty members and non-academic personnel pursuant to Programs on Awards and Incentives for Service Excellence (PRAISE).

16. Salary of Part-time Faculty Members

Payment of salary

1. The salary of Part-Time faculty members on contract of service shall be paid on hourly rate of not less than P120.00. The total basic salary for the month shall be determined on the accumulated number of hours rendered every 1 – 15th and 16-30th of the month.
2. They may be entitled to a year – end – bonus and cash gift which are computed on a pro-rated basis subject to the availability of funds and as may be approved by the Board of Regents.
3. Monthly rice allowance may also be paid on a pro-rated basis also subject to availability of funds

IV. Operational Control, Supervision and Procedures: Research

Bulacan State University is determined in its effort to complement and enrich its education mission with knowledge and technology generated from research. Thus serious efforts are invested in the creation of a research culture in the academe with the end-view of transforming the institution from a mere transmitter of passed-on knowledge to a generator of original information and expertise. To realize this goal, the university invests in the training of its faculty in various industrial and academic milieus both local and international. It is envisioned that the attainment of a pool of specialists and experts will precipitate the establishment of a dynamic research culture in the academic community. this long term goal is envisioned to encourage the conduct of local applied research in the various units of the university. Researches are being conducted in order to improve learning and explore the various applications of the theories learned and the high-technology equipment in the engineering laboratories.

A. Policies. The university has the following policies on research and development:

1. Every member of the academic community shall be encouraged to conduct research.
2. Members of the academic community, with approved research proposal, shall be provided with the following administrative support: adequate financial assistance; adequate library resources and official endorsement to other libraries; appropriate and adequate facilities; and adequate time for research activities.
3. All research activities shall be based on the program thrusts and priority areas initiated by the University, CHED, DOST, NEDA, CLIERDEC and other funding agencies.
4. The Research and Development Center shall be adequately staffed with competent and productive manpower.

B. Research Publication: The University shall publish an annual Research Journal. The materials to be published must be presented to the Vice President for Planning, Research and Extension (VPPRE) and Director for Research Development Center for approval.

C. Programs: The Research and Development Center shall conduct various programs and activities like:

Local and Regional In-House Reviews;
Symposia, Fora and/or Training Programs;
Annual Performance Appraisal of Faculty Members;
Participation in Commissioned and Collaborative Research Programs;
Mentoring in Different Research Topics; and
Extension and Sharing of Researches through Publications.

D. Areas of Concern for Research and Development

To ensure that all R&D programs of BulSU are directed in the attainment of the abovementioned mission, the seven (7) areas of concern of the University Research and Development Center (RDC) are:

1. Energy
 - conventional energy (oil and gas geothermal, coal, hydro)
 - non-conventional energy (biomass, solar, wind)
 - energy conservation and utilization
2. Climate Change
 - impacts of climate change on biodiversity
 - impacts of climate change on food supply
3. Food

- preservation of foods
 - maintenance of food quality
 - processing of food safely and efficiently
4. Small and Medium Enterprise (SME)
 - promotion of small and medium sized businesses producing products to academe and community through publications, seminars and teaching
 - impact on bridging traditional gaps between the tertiary education and small business sector
 - status and profitability of processed foods, jewelry, tannery, gifts and toys, housewares, wearables, health and wellness and service industry
 - identification of training needs of SME operators to determine the need of holding lectures by business executives with advanced management skills
 5. Waste Management
 - assessment of water resources, salt water infusions, ground subsidence, air pollution and health, toxic gases, noise pollution and heat
 6. Biotechnology
 - researches on enzymes, organic acids, microbially generated industrial chemicals, bioconversions and others
 - environmental management such as urban waste treatment, industrial waste treatment and biosafety
 - researches on medicinal plants
 7. Information and Communication Technology
 - information systems applications
 - networking facilities
 - support infrastructure and technological knowhow
 -
- E. Strategies of Implementation for R&D
1. To operationalize the efficient management of research for the entire University, it must be coordinated and directed;
 2. To focus R&D towards the enhancement of science and technology, technological education, evaluation and development of products, processes and services needed; and to package R&D programs that are within the competence that meet the pressing needs of BulSU;
 3. To provide a systematic and continuing program of manpower development for R&D through appropriate in-service education and incentives such as awards, scholarships, travel grants and others;
 4. To establish linkages with government and private agencies in the educational and industrial sectors for coordination, mutual benefit and support; and
 5. To establish a data bank on all researches undertaken.

F. Duties and Responsibilities of the Director for Research and Development:

1. Prepares the annual and long range plans of RDC and makes adjustments, when necessary;
2. Organizes personnel into special work units when project conditions indicate the need for such and assign specific tasks to each of the work units;
3. Develops policies and procedures to facilitate the function of the RDC;
4. Programs and implements the various stages of all research projects;
5. Prepares periodically updated indices of available information stored at the RDC;
6. Prepares and submits to the Vice President summative reports pertinent to the findings of any given research projects;
7. Receives and reviews research project proposals submitted by the various departments prior to referral to the Vice President;
8. Conducts consultation session with departments seeking assistance in research projects;
9. Conducts regular quarterly meetings with all research coordinators and special meetings as the need arises.
10. Establishes contracts and negotiates for possible project funding;
11. Coordinates the publications and dissemination of research outputs through instructional materials, textbooks and research forum;
12. Serves as liaison officer with external agencies for on-going projects;
13. Submits to the Vice President reports to coincide with the end of every plan period;
14. Prepares for the mechanism for awards and incentives; and
15. Performs other duties and responsibilities related to and/or implied from the above enumeration of specific functions.

H. The Educational Researchers

Duties and Responsibilities: The duties and responsibilities of the Educational Researchers are:

1. Assist in all activities of the RDC;
2. Participate in identifying and analyzing problems for research;
3. Gather necessary information for educational planning including administration of questionnaires, conducting of interviews and others;
4. Accept questionnaires and surveys sent by other agencies; and
5. Consolidate and summarizes researches in related field.

I. The Research Coordinators and Members

The Research Coordinators and their members have the following duties and responsibilities:

1. Lead in preparing and conducting research studies of the college;
2. Prepare reports on research studies conducted in the college;
3. Accomplish questionnaires sent by the RDC and other agencies; and
 4. Help the RDC in identifying and analyzing problems for research that exist in the University.

J. Reporting, Publication and Schedule of Presentation

1. It is very vital that the findings of the research be documented according to prescribed style and format, before it is reported. The reporting could be done through several venues such as in-house reviews, seminars, fora, conferences and symposia. The schedule of local reporting of research findings, however, depends on the schedule of the campus/college.
2. After the research findings are reported in any of the venues mentioned, those researches that deserve to be printed and published in the research journal will be selected by the VPPRE and RDC Director in consultation with the University Research Council.
3. The research report must be written as a technical paper, using the standard style and format prescribed by the University. This is to insure uniformity and high standard of writing research manuscripts.

K. BulSU Research Journal

BulSU Research Journal is a journal of researches contributed by the faculty. Considered for publication are the researches presented during the Annual In-House Review. In all cases, paper should present new and previously unpublished materials. BulSU Research Journal is a journal of pure and applied sciences. Considered for publication are primary and original papers. Review articles may occasionally be accepted. In all other cases, papers should present new and previously unpublished material. Contributions must be in English and should not have been submitted for publication elsewhere. In the preparation of the manuscripts, the following should be observed:

1. Authors must submit electronically prepared manuscripts in Microsoft Word. Two hard copies of the articles should accompany the soft copy;
2. Papers should be type written, double-spaced, on one of 8½" by 11" size, with 1" margin on all sides. All pages should be numbered consecutively on the upper right hand corner of the page;
3. Page 1 should contain the article title, author(s), affiliation(s), and the name and complete mailing address (and telephone number, fax number, and e-mail) of the person to whom correspondence should be sent;
4. Page 2 should contain a short abstract of not more than 250 words. The abstract should contain facts and conclusions. The abstract should start with the statement of the problem to be solved, followed by a description of the method or technique utilized to solve the problem. The abstract should end with a summary of the results that were obtained and their implications. It is to be followed by a maximum of six key words;
5. The paper should be organized as follows:
 - Abstract*
 - Introduction*
 - Materials and Methods*
 - Results and Discussion*
 - Acknowledgements*
 - References*

6. Reference lists, figures, tables, and figure/list caption should all be on separate sheets, all of which should be double-spaced, and numbered. Standard nomenclature should be used. Unfamiliar terms, abbreviations, and symbols must be defined at first mention;
7. References to the literature citations in the text should be by author and year; where there are two authors, both should be named; with three or more only the first author's name plus "et. al." needs to be given;
8. Journal papers – names(s) and initial(s) of authors(s), year, full title, name of the journal and number, and first last page number;
9. Books – name(s) of author(s), year, full title of the article, last name of editor and title of book, edition, place of publication, publisher, page number/s;
10. Figure and graphs should always be mentioned in the text and numbered with Arabic numerals. A brief descriptive caption should be provided for each figure or table on a separate page. At the lower hand corner, the name of the author and the figure number should be indicated;
11. When possible, all organisms must be identified by the scientific name;
12. Mathematical equations should be clearly presented so that they can be interpreted properly;
13. Obscure primes, symbols, and dots must be brought to the attention of the printer. Distinguish very clearly number 1 and letter 1. Use fractional exponents instead of root signs and the solidus (/) for fractions wherever their use will save vertical space; and
14. All equations must be numbered sequentially in Arabic numerals in parentheses on the right-hand side of the equations.

L. Code of Research Ethics

In general, it is a policy of the Bulacan State University that the faculty and staff will pursue their research activities in a manner that is consistent with the highest standard of ethical and scientific practice. The University is expected from its members to have high standard of professional conduct and that their duty is to ensure/gain outstanding reputation in the profession in which they belong. The code provides guidelines for responsible practice in research and procedures for dealing with instances in which misconduct may occur. All faulty members and staff undertaking/supervising research in the University are required to adhere to the code and to ensure that their students adopt it as a standard practice.

All researches must preserve the rights and privileges of others which pay the attention of safety, rights and dignity of the subject of research, such as:

1. All researches must maintain highest standards of academic integrity;
2. Fraud, falsification of data, and other forms of academic dishonesty shall not be condoned as cause for disciplinary action;
3. All researches must be conducted in a manner which observes the highest practicable standards of safety for researchers and subjects; and
4. All laboratory works must be well defined and be carried out in accordance with laboratory code of practice.
5. A publication must contain appropriate references to acknowledge the contributions made by previously published work in the area;
6. Any person who participated in and who has given substantial contribution must be included as an author of that research;
7. An author must ensure that the work of research students, research assistants and technical officers are recognized in a publication to which they have made a contribution; and
8. A researcher who submitted similar work to more than one publisher should disclose that fact to the publishers at the time of submission.

M. Misconduct

Misconduct in research is constituted by failure to comply with the provision of the code includes the following:

1. The fabrication/falsification of data;
2. The use of another person's ideas, work or data without permission;
3. Misleading ascription of authorship to a publication; and
4. Failure to disclose a conflict of interest.

IV. Operational Control, Supervision and Procedures: Extension

Statement of Principles. The university is committed to extend its services to out-of-school and unemployed youths and adults, local government officials and personnel, non-government organizations/associations (NGOs/NGAs), other government agencies, industry and business sectors and other educational institutions.

Objectives. The Office of Extension Services undertakes activities that:

- (a) Promote the university's function of providing extension services to the community;
- (b) Optimize the capability and involvement of the different units of the University in extension service activities;
- (c) Enhance the quality and relevance of the educational and technical support extended by the university to its clientele;

- (d) Strengthen university and community networks, linkages and collaboration for a more responsive and strategic extension services.
- (e) Pursue programs and activities pertaining to GAD in and outside of the campus.
- (f) Promote human rights education among stakeholders of the university.

Policies

1. All faculty members, personnel, parents, alumni, civic-minded citizens and students are encouraged to participate in providing services to clientele other than those availing under the regular in-campus program.
2. Extension service and activities shall be available upon request by the clientele who shall provide counterpart logistics and exercise shared native participation ownership in proper planning, implementation, and evaluation.
3. Strong collaboration and partnership with the private and public sectors shall be encouraged.
4. All extension service personnel are required to undergo training in every aspect of extension work prior to development.
5. The conduct of short-term non-degree courses, refresher or review classes, seminars, conferences, special training, continuing education and other community related projects shall be included in the extension service provided by the academic units of the university.

Programs. The BulSU Extension Services Office implements various programs and projects such as literary, skills and livelihood training, integrated capability building programs and advocacy in cooperation with partner LGUs, GOs, NGOs, POs, and line agencies for its target beneficiaries in the communities it serves.

BSU MARCH

Alma Mater, a prayer from the teachers
You enlightened our minds to success
Hear a song from the hearts of the masters
Of the compass, slide rule and pen

Alma Mater, your fame
We shall carry it everywhere
We shall strive for the glory of your name
For your honor, O BSU dear

We shall leave traces on the stars
We shall follow your torch to our goal
For our country we'll struggle
Pledge to do our share in life's game

BSU when we part, aware and willing
Your sons in flight of time
We shall hail thee with praises and cheers

My BSU dear

Music by: Augusto Miranda
Lyrics by: Francisca P. Enriquez

.

BSU HYMN

Bulacan State University
Thy name will always be
You prepare us in life's journey
For the service of God and society
You nurture our minds in diversity
Oh great is thy faculty

BSU your fame and beauty
We'll uphold till eternity
Creative thoughts and skillful hands
To us your best gift of time
We will share our best to humanity
For our nation's prosperity

Your vision is now our mission
We shall lead the next generation
The values ingrained in our hearts
We will treasure, we'll impart
Bulacan State University
Forever we'll honor thee

Lyrics: Rolando R. Gaspar
Music: Herminio M. Suarez