

Administrative and Faculty Manual

This Manual is not an employee contract, but rather a summary of College policies and information that will be of practical use to employees. These are policies in effect as of August 2023. Policies are subject to change.

PREFACE

This manual has been prepared to acquaint the employees with the basic policies and practices of the College. While this manual is not intended to cover all circumstances or all topics relating to employment at North Central Mindanao College, it is important that the entire booklet is read and all regulations understood. Revisions will be made from time to time as policies and/or procedures are updated.

North Central Mindanao College adheres to the principles of employment-at-will, which allows the College or the employee to terminate employment relationship at any time for just and valid causes. However, fairness and good faith dictate that unique circumstances of each case are considered when the College makes any decisions regarding the termination of employment. North Central Mindanao College reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies or procedures contained in this Manual, in whole or in part, at any time. The College expects that its employee's full compliance with the regulations and procedures set forth in this Manual. However, the language used in this Manual is not intended to create, nor is it to be construed, to constitute a contract of employment between North Central Mindanao College and any one or all of its employees.

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Message from the President

North Central Mindanao Colleges welcomes you as its employee. As an employee of the College, you will be contributing to and sharing in the College's efforts to provide the highest standards in instruction, research, and outreach. The success and effectiveness of North Central Mindanao Colleges in reaching these goals depends in large measure on your dedication and your effort as well as the personal interest you show in representing the College to your community.

This is your Manual. It is designed to help you feel comfortable in your position by acquainting you with some very important information such as College benefits, rules, and personnel policies, as well as various support and service departments on campus.

Please read this Administrative and Faculty Manual carefully and keep it for future reference. Reviewing it from time to time will help you refresh your memory about information that affects you on a daily basis in your job.

As you read through this handbook, we hope you begin to feel a part of North Central Mindanao Colleges. Remember, the more you know about North Central Mindanao Colleges and your job, the more you will enjoy working for the College.

North Central Mindanao Colleges values you and we hope you will find your employment both a happy and rewarding experience.

Aim Yap Undag, M.D.
Interim President

Organized. He/She arranges every circumstance in a systematic way, especially on a large scale of work assignments.

Dynamic. He/She possesses a positive attitude, new ideas, full of energy, easy to adapt change and can work collaboratively for the betterment of the majority.

Benevolent. He/She serves charitable societies rather than a profit-making purpose.

Leading. He/She leads or commands a group, organization and associations.

Effective. He/She produces a desired or intended result and fulfills a specified function.

Supportive. He/She provides encouragement or emotional help for those who are in need.

Systematic. He/She acts accordingly to a fixed plan or system.

Section 5.

Philosophy

“To God be the Glory”

Section: 6

Slogan

“Build your future with us”

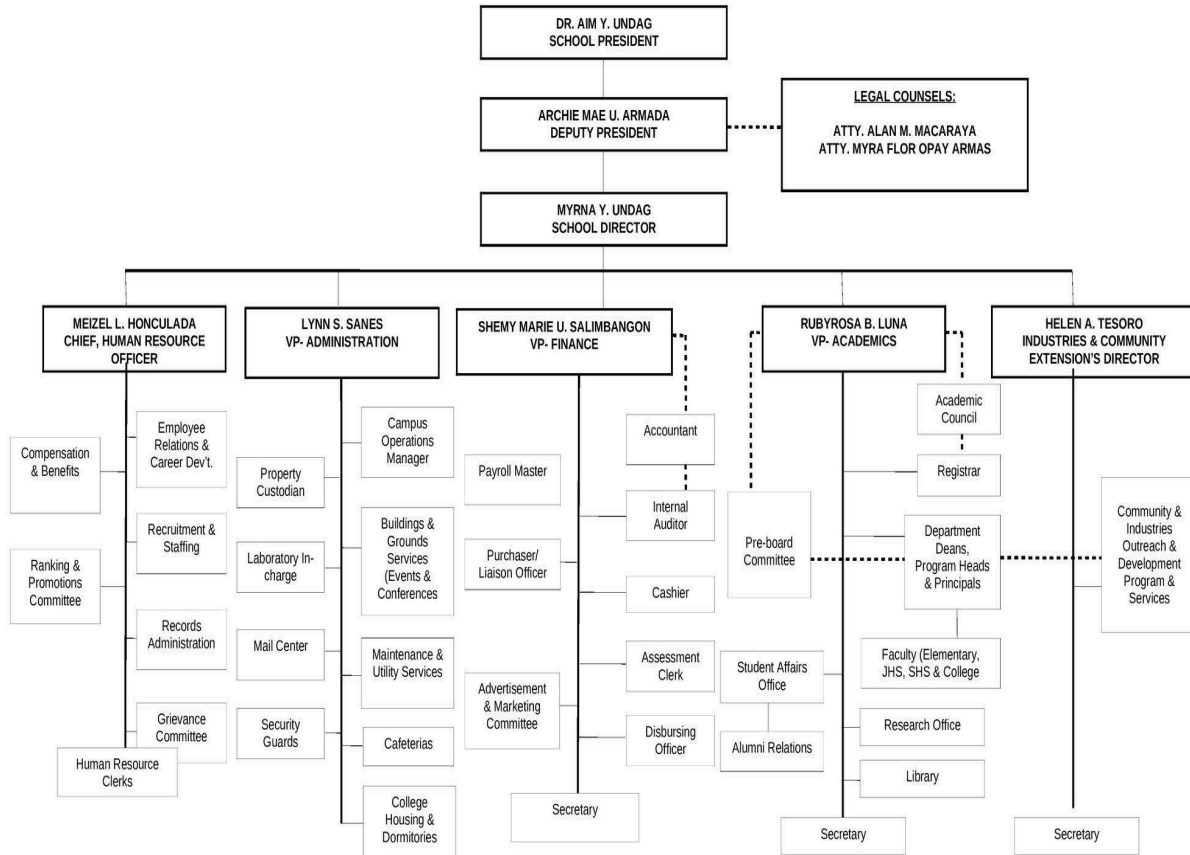
ARTICLE II
ORGANIZATIONAL STRUCTURE AND GOVERNANCE

Section 1. Organizational chart



NORTH CENTRAL MINDANAO COLLEGE
Maranding, Lala, Lanao del Norte

ORGANIZATIONAL CHART 2022-2023



Section 2.**Board of Trustees**

The corporate powers of the North Central Mindanao College are vested on the Board of Trustees. The Board of Trustees is the highest policy-making body of the institution, subject to the provisions of the Philippine Laws, the vision, mission, and the guiding philosophy of the North Central Mindanao College.

The board of trustees is composed of (6) five members. The specific powers and responsibilities are the following:

- 1. To periodically review the mission and goals of the college in the light of changes and developments occurring in the educational environment and to effect the necessary realization of its vision.*
- 2. Review, assess and update policies followed by the various offices, and departments of the institution.*
- 3. To review and approve major changes in the organizational structure of the institution.*
- 4. To develop and promulgate general policy guidelines in all major aspects of the school operation geared toward a more effective management and control.*
- 5. To evaluate and approve immediate and long range plans for the improvement of academic research, community service, and other development programs of the institution.*
- 6. To approve the annual budget of the institution.*
- 7. To ensure implementation of the vision of the institution.*
- 8. To exercise such other powers set forth in the by-laws*

Section 3.**The Officers of North Central Mindanao College**

The officers of North Central Mindanao College shall be the President, the School Director, Industry and Community Extension Director, Vice President for Academic Affairs, Vice President for Administration, Vice President for Finance, Student Affairs Officer, College Research Director, Chief, Human Resource Officer and such other officers as the Board of Trustees shall authorize. The Board of Trustees shall elect the President with the advice and consent of the Board of Trustees, shall appoint all other officers.

Section 4.**The President**

The President shall be appointed by the Board and shall be primarily responsible for the management and operations of the school. He shall exercise general superintendence over all the affairs of the institution and bring such matters to the attention of the Board as are appropriate to keep the Board fully informed in meeting its policy-making responsibilities. Furthermore, the President will have power, on behalf of the Trustees, to perform all acts and execute all documents to make effective the actions of the Board, or its Executive Committee. The President shall have the authority to veto any action of the faculty and other subordinate officers, when in his/her judgment such action is not in harmony with the aims and laws of the College, or

when the President may deem such action unwise. However, in every instance, the President shall submit in writing to a concerned party or committee his/her reasons for setting aside its action. The President, or a person designated by him/her, shall represent both the officers and faculty at all public meetings of the College.

Section 5. The Deputy President

The Deputy President stands in the absence of the President and primarily deputize in the execution of the president's roles and functions conferred by the institutions.

Section 6. School Director

The School Director shall have direction of and responsibility for administering all affairs of the College in submission to the President. He shall be Chairman of the Faculty and shall appoint all regular committees of that body. He may preside, upon designation of the President, at the public and general meetings of the college. He shall keep the President fully informed as to all matters pertaining to the college and shall present reports concerning the operations of the college with such comments and suggestions as he deems proper. The School Director shall serve as a member of the Executive Committee.

Section 7. Industry and Community Extension Director

The Industry Community Extension Director shall involves overseeing outreach programs that connect industries with local communities on the basis of the approved policies and guidelines. He communicates to relevant stakeholders; facilitate and build strong linkages, partnership with other education institutions, relevant government and non-government agencies, industries either local or national on area that will contribute to the realization of the school vision. He shall recommend appropriate measures to improve the implementation and monitoring of community extension program and facilitate the development of students On Job Training, community immersions and adopt culturally-relevant, research based educational programs to meet the identified needs and opportunities

Section 8. Vice President for Academic Affairs

The Vice President for Academic Affairs in cooperation with and by the direction of the School Director, shall exercise general supervision over the academic affairs of the institution, including the library, curriculum, and instruction. He shall perform such other duties as the President may direct. The Vice President for Academic Affairs has under his jurisdiction of the Library head, and the Department deans. All faculty and academic administrative appointments are channeled to the President through the Vice President for Academic Affairs. The Office of the Vice President for Academic Affairs is responsible for planning & academic resource management, academic quality improvement, faculty affairs and curriculum monitoring, diversity and academic initiatives, and academic administration for satellite campuses.

Section 9. Vice President for Administration

The Vice President for Administration shall exercise overall supervision of the school physical environment. He shall be responsible for supervision of maintenance and enhancement of buildings and grounds on the campus of the school as well as development, maintenance and management of a functional and safety college environment. He has jurisdiction over the Campus and Environment Operations, Security and Compliance. He shall, among others, carry out the vision and mission of the school and the policies of the governing board within the purview of existing laws, rules and regulations.

Section 10. Vice President for Finance

The Vice President for Finance is the chief financial officer responsible for oversight of all treasury, controller, budget, purchasing, risk management and internal audit functions of the school. His responsibilities shall include: implementation of proper internal controls and financial systems necessary to protect and safeguard the assets of the school; development and monitoring of annual operating and capital budgets; development of the long range financial plan; receipt, review, audit and payment of all accounts, grants and contracts; control custody management of all assets and liabilities; compliance with national and local government regulations relating to the financial management of the school; and other such duties as assigned by the President. The Vice President for Finance will ensure that an annual audit of the books and records of the school is performed and such results reported to the President and the Board of Trustees.

Section 11. College Research Director

The College Research Director involves leading and managing the research activities within the institution. This includes setting research goals, developing strategies, overseeing projects, and fostering a culture of innovation. The director may collaborate with faculty, students and external partners, secure funding, ensure compliance with regulations, and promote the dissemination of research findings. Strong leadership, strategic thinking, and a deep understanding of research methodologies are essential for success in this position.

Section 12. Student Affairs Officer

In cooperation with and by direction of the School Director, shall be responsible for activities and services, other than academic, affecting student life. His responsibilities shall include the following: center for student involvement (e.g. student organizations), administration of student services in health, housing, recreation, counseling, placement and career guidance; administration of extracurricular programs; promulgation of rules and regulations concerning the rights and responsibilities of students; maintenance of school judicial systems dealing with cases of non-academic discipline; and such other duties and responsibilities which may be assigned by the President. Other responsibilities include orientation of students, coordination of major campus events and provide assistance for students to avail for scholarships and financial aid programs and maintains connections with students

Section 14. The Principal

The Principal assist the Vice President for Academic Affairs/School Director in carrying the general policies of the school, department policies and implements the objectives of the Basic Education; looks after the curriculum, the activities of the faculty and the pupils/students and the facilities of the department.

Section 15.**Dean**

The Dean serves as its chief academic and administrator's officer and it's directly responsible to the Vice President for Academic Affairs/ School director. It's specific responsibility for planning and development of the school curriculum, policies and procedures to meet the current and long-range needs of the faculty and student body and to fit the total objectives of the school. The dean is responsible for the interpretation and implementation of the academic regulations of the school. The dean collaborates with faculty, staff, students, and other stakeholders to ensure the department's success and growth.

Section 16.**Registrar**

The Registrar is responsible for managing and maintaining accurate student's records and academic information within the institution which oversee student enrolment, managing transcript and academic credentials, coordinating graduation processes and ensuring compliance with relevant education regulations. School registrar play a vital role in supporting students, faculty, and staff by providing academic advising support, generating data reports and facilitating effective communication within the institution.

Section 17.**Guidance Counselor**

The Guidance Counselor involves in providing support and guidance to students in their academic, personal, and career-related pursuits. This includes assisting students in setting educational goals, providing advice on course selection, addressing personal challenges, and helping them explore career options. The counselor may also organize workshops, conduct assessments, and collaborate with faculty and parents to ensure student's well-being and success. Strong communication, empathy, and problem-solving skills are crucial for effectively fulfilling this role.

Section 18.**Librarian**

The School Librarian involves managing and organizing the library's resources, assisting students and faculty in finding materials, and promoting information literacy. Librarians curate collections, catalog books, journals, and electronic resources, and ensure easy access to relevant materials. They provide research assistance, teach information literacy skills, and help users navigate databases and other research tool. Librarians also stay updated on new technologies and trends in information management to enhance the library's services. Effective communication, organizational skills, and a passion for promoting learning are essential for this role.

Section 19.**Health Services**

The school maintains a school clinic to promote the well-being of students/pupils and all the employees. A school nurse is responsible for promoting the health and well-being of students, providing medical care and support, and contributing to a safe and nurturing school environment. This role involves addressing health-related concerns, administering first aid, managing medical records, and collaborating with parents, staff, and healthcare.

The school dentist is responsible for providing dental care, oral health education, and preventive services to students within the college community. This role involves promoting oral hygiene, diagnosing dental conditions, performing treatments, and collaborating with students, staff, and healthcare professionals to enhance overall oral health. The dentist reports at least two visits per month at school and conducts free evaluation, free prescription and free consultation for the members of the College. The school dentist has the prerogative to charge curative and procedural services like (tooth extraction, cleaning, etc.) which may be conducted at the dentist private clinic.

Section 20. Human Resource Officer

In cooperation with and by direction of the Deputy President, the Human Resource Officer shall be responsible for activities and services of all academic and non-academic personnel. He shall serve the best interests of both the employees and the school. He is responsible for implementing human resource policies included in North Central Mindanao College Faculty Manual. The Human Resource Officer is responsible for managing various aspect of an organization's human resource functions like recruitment and onboarding, employee relations, benefits administration, performance management, compliance and policy implementation, training and development, employee engagement and continuous planning for the overall success of the organization.

Section 21. Other Subordinate Professional and Administrative Officials

Other Subordinate professional and Administrative Officials. The subordinate officers appointed by the Deputy President shall have such titles and shall have authority and perform such duties as shall be specified by the Deputy President. In addition, the Board of Trustees may appoint such other officers of the College as the business and operations of the College may require, each of whom shall have such title and such authority and perform such duties as shall be provided or as the Board of Trustees may from time to time specify. ex. Program Head, Sports Coordinators, etc.

ARTICLE III
ACADEMIC PERSONNEL

Section 1. Non- Teaching Personnel

Pursuant to the Manual of Regulations of Private Schools (MRPS), "academic personnel" shall include-

- a. *Those engaged in actual teaching service or in research assignments on full-time basis;*
- b. *Those who possess certain prescribed academic functions directly supportive of teaching such as:*
 - b.1 Registrar*
 - b.2 Librarian*
 - b. 3 Guidance Counselor*
 - b. 4 Researchers*
 - b. 5 Teacher Coordinators*
- c. *Other school officials responsible for academic matters*

REGISTRAR

TERM OF OFFICE: *THREE (3) years – (BY APPOINTMENT BY THE PRESIDENT)*

IMMEDIATE SUPERIOR/SUPERVISOR: *VP- ACADEMIC AFFAIRS*

DIRECT REPORTS (SUBORDINATES):

Records Personnel

OTHER KEY TEAMS/POSITIONS *(other teams or individual with whom the appointee will need to work closely in order to be successful in this position):*

Chief Human Resource

Research director

ICE Director

Departmental Deans and Program Heads

VP-Finance

Student Affairs Officer

Functions and Responsibilities

- 1. To administer and supervise the Registrar's Office / the assigned tasks of the staff.*
- 2. To coordinate the work of the office with the various academic and non-academic units of the institution.*
- 3. To report directly to the School Director through the VP-Academic Affairs on matters affecting the office.*
- 4. To work for the smooth, orderly and efficient operation of the specific tasks assigned to the office.*
- 5. To ensure that all records are updated and reconstructed based on the official records available in the office.*
- 6. To issue and sign all records, reports and communication emanating from the office.*
- 7. To enforce DEPED, TESDA and CHED regulations on student enrolment and the standard procedures in the matter of endorsing various cases to the DEPED, TESDA and CHED authorities.*
- 8. To design and prepare forms for the use of the office.*
- 9. To submit all records required by the DEPED, TESDA and CHED.*
- 10. To sign certificate of transfer credentials / certificate of honorable dismissal, TOR, certifications and other documents requested by the students.*
- 11. To direct the organization and operation of the clerical force of the office.*
- 12. To initiate steps and procedures for the security of the student records.*

13. To look after the physical facilities and upkeep of the office.
14. To ensure the proper use of office equipment and supplies.
15. To supervise the preparation of request of credentials of students to other school.
16. To supervise on the admission of new and old students.
17. To supervise and monitor the necessary preparations for the smooth flow of the enrolment of the students.
18. To insure that the reports of DEPED, TESDA and CHED requirements are submitted on time.
19. To safeguard the proper recording and filing of records of all new and old students.
20. To follow-up Special Orders and other documents at the DEPED, TESDA and CHED.
21. To attend to the problems of our students regarding their documents at the DEPED, TESDA and CHED.
22. To transmit permanent records, enrolment lists, promotional reports and other pertinent papers to the DEPED, TESDA and CHED.
23. To delegate particular job functions to each Record Clerk in the respective courses.
24. To hand carry Special Orders and other documents / communications from DEPED, TESDA and CHED.
25. To attend to students problem concerning about their academic deficiencies.
26. To monitor and supervise online enrolment services.
27. Systematically collects and organizes students' data which may assist administrators and teachers in the improvement of any part of the educational program.

CHIEF LIBRARIAN

TERM OF OFFICE: THREE (3) years – (APPOINTMENT BY THE PRESIDENT)

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: VP- ACADEMIC AFFAIRS

DIRECT REPORTS (SUBORDINATES):

Assistant Librarians

Student Assistants

OTHER KEY TEAMS/POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

Basic Ed Principal

Human Resource Officer

Departmental Deans

Student Affairs

VP-Admin

VP - Finance

Research Director

ICE director

Functions and Responsibilities:

1. Defines the role and tasks of all the librarians and other personnel assigned in her department, supervises and evaluates their performance.
2. Exercises leadership in the development of policies for the selection, acquisition and the use of library facilities.

3. *Recommends the hiring, promotion or dismissal of the library staff.*
4. *Reviews, formulates and administers library policies, rules, and regulations.*
5. *Establishes and implements proper safeguards for the protection of the library properties.*
6. *Collates requisition for the books necessary for instruction.*
7. *To updates the list and instructional materials and notifies the department concern regarding the new acquisitions.*
8. *To establish linkages with other libraries and other professional organizations.*
9. *Submit annual inventory of books to the Office of the Vice President for Administration. A copy will be furnished to the Office of the Vice President for Academic Affairs.*
10. *Submits annual reports on the activities of the Library to the Vice President for Academic Affairs.*
11. *Prepares an annual library budget.*
12. *Supervises over the orderly circulation and reference services of the library.*
13. *Enforce rules and regulations and maintain discipline in the library.*
14. *Supervise, monitor and evaluates the effectiveness of the library services (electronic and manual) collections and initiates their improvements.*
15. *Performs other functions delegated by VPAA, School Director, and the President.*
16. *Conduct research related to library activities.*

ASSISTANT LIBRARIAN

Term of Office: 3 years

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: Chief Librarian

DIRECT REPORTS (SUBORDINATES):

Student assistant

Circulation librarian and Reference Librarian

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

Other assistant Librarians

Deans

Faculty Members

Property Custodian

Description and General Responsibilities:

The Assistant Librarian is appointed by the President of the school through the recommendation of the Chief Librarian. He is professionally trained and takes charge of the operation and activities of the School Library.

Functions and Responsibilities:

1. *To assist the students in locating books in the library.*
2. *To inspect shelves for conditions of books*

3. *To recommend improvement and development for her assigned area.*
4. *To provide information services to library clients.*
5. *To recommend needed titles which are not available in her area.*
6. *To provide statistical on the utilization of borrowed materials.*
7. *Manage the housekeeping of the library.*
8. *To take charge of recording any borrowed items.*
9. *To follow up of unreturned books / materials.*
10. *To take inventory at the end of the semester/ school year.*
11. *To take charge of encoding or typing all pertinent documents*

To do other duties as requested by time to time by the Chief Librarian

PREFECT OF DISCIPLINE

TERM OF OFFICE: ONE (1) year – (APPOINTMENT BY THE PRESIDENT)

IMMEDIATE SUPERIOR/SUPERVISOR: Basic Education Principal

OTHER KEY TEAMS/ POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

Assistant principal
Basic Education Teachers

The Prefect of Discipline is a school personnel appointed by the President delegated with responsibility as may be assigned to her by the school principal.

Functions and Responsibilities:

1. *Carries out guidance policies.*
2. *Provides counseling services for all students in need and / or whom other individuals refer.*
3. *Provides technical assistance for the individual or group to determine guidance policies.*
4. *Acquaints herself with the individual inventories / profile of all students within the department.*
5. *Assists teachers in discovering individual differences among students and in meeting these individual needs.*
6. *Systematically collects and organizes students' data which may assist administrators and teachers in the improvement of any part of the educational program.*
7. *Cooperates and coordinates with co-employees, community agencies and organizations for the welfare of the students.*
8. *Submits to the principal quarterly or year end reports of task accomplished.*
9. *Observes sacredness of confidential reports.*
10. *Conduct career guidance through helping students explore options and interest.*
11. *Assist in creating career development plans and preparing for future employment.*
12. *Supports students mental health through conducting mental health awareness, recognize their mental health challenges, offering safe space to*

discuss their concerns and provide referrals to mental health professionals when needed.

GUIDANCE COUNSELOR

Position Type: Full time

IMMEDIATE SUPERIOR/SUPERVISOR: *Student Affairs Officer*

DIRECT REPORTS (SUBORDINATES):

Secretary of the office of the Student Affairs

Guidance clerk

KEY TEAMS/POSITIONS:

Deans

Principals

Faculty

Human Resource Officer

Functions and Responsibilities

- 1. Assumes leadership in the development of policies, procedures and programs for the guidance and counseling services in consonance with the vision, mission, goal and objectives of the school.*
- 2. Assists in determining and implementing admission policies and procedures.*
- 3. Ascertain that students avail of the program of guidance services offered by the school such as counseling services and mental health programs.*
- 4. Recommends to the SAO the testing programs of the school, the proper interpretation, use and proper dissemination of the results to individuals and department heads concerned*
- 5. Conducts, local research related to the student's needs and organizes activities to meet these expectations.*
- 6. Manage database about the student's behavior and intervention programs.*
- 7. Conceptualizes academic promotional activities, career talks, leadership seminars and workshops that would benefit the students.*
- 8. Assist in the implementation of students services*
- 9. Submits monthly counselor's report to the SAO and department deans with corresponding recommendations.*
- 10. Conduct and consolidate student- teacher performance evaluation before end of every semester.*
- 11. Perform all other functions delegated by the SAO and School Director (i. e. Student Retreat Programs, PESO Jobs Fair and SPES)*

Section 2.

Teaching Personnel

DEPARTMENT DEANS

TERM OF OFFICE: *THREE (3) years – (APPOINTMENT BY THE PRESIDENT)*

IMMEDIATE SUPERIOR/SUPERVISOR: *VP- ACADEMIC AFFAIRS*

DIRECT REPORTS (SUBORDINATES):

College Instructors (Full Time & Part-Time, Classroom and Clinical)

Non-teaching Staff (secretaries, working assistants etc)

Laboratory technicians

OTHER KEY TEAMS/POSITIONS (*other teams or individual with whom the appointee will need to work closely in order to be successful in this position*):

Human Resource office

Other Departmental Deans and Program Heads

Student Affairs office

School Registrar and the Office of the VP-Admin

Research director

ICE director

Functions and Responsibilities

- 1. Handles 9 units teaching load and 3 units for consultation while majority of the time should be rendered for department supervision and planning.*
- 2. Coordinates all activities and programs of the department and responsible for the proper implementation and administration of the school and departmental policies and for seeing that the department's business is transacted efficiently and expeditiously.*
- 3. Periodically assess and updates the objectives of the department academic programs in consonance with the policies and objectives of the institution.*
- 4. Implements departmental academic policies and procedures developed towards the promotion of academic excellence.*
- 5. Recommend to the administration through the VPAA the appointment of new faculty, the promotion, and approval of leave and non-reappointment of the teaching staff.*
- 6. Initiates assessment, evaluation and revision of curricular offerings, the grading system and the development of institutional materials in the light of school objectives, national goals and manpower requirement.*
- 7. Conducts supervisory visit to class to oversee faculty's academic advisement of students and for the objective assessment of the teaching performance of the faculty being directly responsible for seeing that the faculty members abide by the policies and procedures of the school.*
- 8. Presides at faculty meetings of the department and provide positive and constructive departmental leadership, aspirations, standards, and points of view in maintaining communication, cooperation and rapport between the faculty and the administration.*
- 9. Prepares the faculty load and submit it to the VPAA for approval.*
- 10. Recommends to the VPAA detailed schedule of subjects to be offered within the department.*
- 11. Organizes and ensure implementation of faculty development and training programs, assist faculty members in conducting academic research.*
- 12. Prepares the list of students recommended for graduation, honors and special awards.*
- 13. Propose priority needs to be considered in the preparation of the budget.*
- 14. Submits semestral report on the performances appraisal of the faculty in the college department to the VPAA.*
- 15. Maintains contact with the graduates and assurances of their attendance to school functions.*
- 16. Collaborate with student services, admission policies and referrals based on established criteria.*
- 17. Represent the department in professional and community civic affairs.*

18. *Other functions include maintaining academic and departmental records, supervising the departmental budget and allocation of departmental funds, orienting new faculty and teaching assistants, planning and supervising registration, submitting recommendations for faculty travel, approving and ordering departmental textbooks for library acquisitions, implementing approved academic programs within the department, administration of rules and regulations governing the proper use and care of facilities and property assigned to the department.*
 19. *Represent the department and the institution at community events, conferences, and professional associations to strengthen ties and promote academic excellence.*
 20. *Stay informed about academic policies and regulations and implement them within the department, ensuring compliance with institutional guidelines and CHED.*
 21. *Develop and implement long term strategic plans for the department, aligning with the institution's overall vision and goals.*
 22. *Encourage and support faculty research activities, publications and grant application to enhance department reputation and contribute to the field.*
23. *Keep the VPAA fully informed on a regular basis regarding all actual or potential problems, concerns, or issues related to the department or the faculty which may affect the well-being or interests of the department.*
24. *Performs other functions delegated by VPAA, VPA and the President.*

PROGRAM HEAD

TERM OF OFFICE: ONE (3) Year – (APPOINTMENT BY THE PRESIDENT)

IMMEDIATE SUPERIOR/SUPERVISOR: DEPARTMENT DEANS

DIRECT REPORTS (SUBORDINATES):

College Instructors (Full time & Part-time)

College Non-teaching staff (secretaries, working assistants, etc.)

OTHER KEY TEAMS/POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

Human Resource office

Other Departmental Deans and Program Heads

Vice President for Academic Affairs

Student Affairs office

School Registrar

Research Director

ICE Director

Functions and Responsibilities

1. *Acts in the capacity of the Department Dean in its functions and responsibilities.*
2. *Handles 9 units teaching loads and 3 units consultation while majority of the time should be rendered for department supervision.*
3. *Coordinated all activities and programs of the department and responsible for the proper implementation and administration of the college and departmental policies and for seeing that the department's business is transacted efficiently and expeditiously.*
4. *Periodically assess and updated the objectives of the departmental academic programs in consonance with the policies and objective of the institution.*

5. *Implements departmental academic policies and procedures developed towards the promotion of academic excellence.*
6. *Recommend to the administration through the VPAA the appointment of new faculty, approval of leave and non-reappointment of the teaching staff.*
7. *Initiated assessment, evaluation and revision of curricular offerings, the grading system and the development of institutional materials in the light of school objectives, national goals, manpower requirement of the business, industry, government, and the community.*
8. *Conduct supervisory visit to class to oversee faculty's academic advisement of students and for the objective assessment of the teaching performance of the faculty being directly responsible for seeing that the faculty members abide by the policies and procedures of the college.*
9. *Presides at faculty meetings of the department and provide positive and constructive departmental leadership, aspirations, standards, and points of view in maintaining communication, cooperation and rapport between the faculty and the administration.*
10. *Prepares the faculty load and submit it to the VPAA for approval.*
11. *Recommends to the VPAA detailed schedule of subjects to be offered within the department.*
12. *Organizes and ensure implementation of faculty development and training programs; assist faculty members in conducting academic research.*
13. *Prepares the list of students recommended for graduation, honors and special awards.*
14. *Propose priority needs to be considered in the preparation of the budget.*
15. *Submits annual report on the performances appraisal of the faculty in the college department to the VPAA.*
16. *Interviews student applicants during semester / summer enrollment.*
17. *Maintains contact with the graduates and assurances of their attendance to school functions.*
18. *Collaborate with student services admission policies and referrals based on established criteria.*
19. *Represent the department and the institution at community events, conferences, and professional associations to strengthen ties and promote academic excellence.*
20. *Stay informed about academic policies and regulations and implement them within the department, ensuring compliance with institutional guidelines and CHED.*
21. *Develop and implement long term strategic plans for the department, aligning with the institution's overall vision and goals.*
22. *Encourage and support faculty research activities, publications and grant application to enhance department reputation and contribute to the field.*
23. *Other functions include maintaining academic and departmental records, supervising the departmental budget and allocation of departmental funds, orienting new faculty and teaching assistants, planning and supervising registration, submitting recommendations for faculty travel, approving and ordering departmental textbooks for library acquisitions, implementing approved academic programs within the department, administration of rules and regulations governing the proper use and care of facilities and property assigned to the department.*
24. *Keep the VPAA fully informed on a regular basis regarding all actual or potential problems, concerns or issues related to the department or the faculty which may affect the well-being or interests of the department or those of the College.*
25. *Performs other functions delegated by VPAA, VPA and the President.*

PRINCIPAL

TERM OF OFFICE: *THREE (3) years – (APPOINTMENT BY THE PRESIDENT)*

IMMEDIATE SUPERIOR/SUPIRVISOR: *VP-ACADEMIC AFFAIRS*

DIRECT REPORTS (SUBORDINATES):

High School Teachers

Prefect of Discipline / Guidance Counselor

OTHER KEY TEAMS/POSITIONS *(other teams or individual with whom the appointee will need to work closely in order to be successful in this position):*

Human Resource Officer

Student Affairs Office

VP – Administration

Registrar

Industries and Community Extension Director

VP - Finance

Functions and Responsibilities:

- 1. Manages the growth and development of the department, seeing that its objectives are achieved.*
- 2. Provides stimulating leadership of the entire basic education department, staff and students.*
- 3. Plans, implements, monitors and evaluates programs and projects of the department.*
- 4. Recruits, interviews and recommends teachers, staff personnel for initial appointments.*
- 5. Annually evaluates faculty and staff performance.*
- 6. Assigns teaching loads, academic responsibilities and special assignments of the faculty.*
- 7. Supervises functions of the subject coordinators and ensure that lesson plans are checked, that prescribed course requirements, e. g. themes, experiments, home reading reports, etc. are up-to-date and checked.*
- 8. Prepares and conducts faculty and staff meetings regularly.*
- 9. Enforces government and school regulations regarding entrance requirements, enrolment, load, transfer, subject sequence, graduation, suspension or dismissal of students and other disciplinary measures.*
- 10. Attends to correspondence regarding school records and other information.*
- 11. Performs other functions delegated by School Director and the President.*

THE FACULTY

Minimum Qualification of a Faculty:

The school teaching personnel in elementary and secondary level of basic education in all private schools shall possess appropriate educational qualifications and must pass the Licensure Examination for Teacher (LET). In the tertiary level, faculty must be a Holder of Master's degree to teach mainly in his major field and a holder of appropriate professional license.

Roles and Functions:

The faculty members of North Central Mindanao College play a vital role in the realization of the school's vision, mission and goals/objectives.

They are directly responsible for the delivery of quality instructions in their respective fields with the end in view of attaining the academic objectives and standards of excellence of the school. Teachers must be a role models and as such they should lead by examples so that students may emulate them especially in their formative years.

They are duly licensed professionals who possess dignity and reputation with high moral values as well as technical and professional competence. In the practice of their noble profession, they strictly adhere to observe, and practice a set of ethical and moral principles, standards and values.

General Duties and Responsibilities:

Each faculty member is expected to perform his duties and responsibilities, competently and effectively such as but not limited to the following:

- 1. Observes and faithfully complies with the established policies, rules and regulations of the school as prescribed by the Department of Education (DepEd), Commission on Higher Education (CHED), and other legally constituted authorities;*
- 2. Supports the vision, mission, institutional goals and departmental objectives and observes philosophy of the institutions;*
- 3. Assists the Area Coordinators, Program Coordinators in the preparation, revision, or update of the various curricular offerings;*
- 4. Prepares syllabi/modules/lesson plan in the course/subjects assigned to him seeing to it that they are in keeping with the departmental objectives;*
- 5. Plans and develops learning objectives and appropriate learning experiences for the students of the classes being handled;*
- 6. Participates in the preparation of instructional materials, selection of instructional guides and tools as well as assessment and evaluation procedures, and recommends textbooks and related learning resources for use by the students;*
- 7. Undertakes classroom management and delivery of instructions through creative and innovative teaching, proctoring, mentoring, and advising following the prescribed modules/lesson plan;*
- 8. Diagnoses the needs and monitors the progress of students through teacher-made or standardized test like diagnostic test, pre and post-test, etc;*
- 9. Checks and kept records of attendance, worksheets, and evaluative examinations, projects, outputs and their grades to their academic performance and outputs;*
- 10. Participates in group deliberations to assess and evaluate students in the areas of academic honors and special awards, conduct, and end of school term evaluation to determine retention or promotion to the higher level;*
- 11. Ensures the safety, discipline, proper decorum and behavior of students inside the classroom, within the campus, and during official activities done outside the institutional premises;*
- 12. Maintains regularity and punctuality in attendance and starts and dismisses classes on time;*

13. Prepares and submits reports, lesson plans, syllabi and all academic and administrative requirements necessary in the effective and efficient discharge of his teaching duties;
14. Attend scheduled meeting for faculty, formal and informal meetings with parents and students, school events and all other occasions and functions when required;
15. Renders reports on performance of each student and to the latter's parents and guardians with specific suggestions for improvement in cases of academic deficiency and/or disciplinary problems of their child/children;
16. Accepts additional duties and responsibilities as may be reasonably required by the school such as designations as subject coordinators, program heads, as well as membership in academic committees and other related functions;
17. Involves himself in socio-economic development project of the community especially if the school's participation is required and/or organizes and implements, outreach/social action programs involving the students to complement the academic programs;
18. Reports to the Principal/ Dean/Program Head any incident, be it major or minor, involving any student or other members of the faculty as long as it may affect the reputation of the school;
19. Strives to maintain harmonious camaraderie with other members of the faculty, administrative staff, employees and school officials;
20. Makes oneself available for student counseling;
21. Performs such other related functions as may be assigned from time to time by the Principal/Dean/Program Head.

COLLEGE FACULTY

School personnel who are formally engaged in actual teaching service or in research assignment either on full-time or part-time.

Full-time and Part-time instructor must assume the following functions and responsibilities.

Functions and Responsibility of College Faculty:

1. To prepare a course syllabus for every subject using a prescribed format to be submitted a week before the start of classes to the immediate superior. A copy is furnished to the office of the Vice President for Academic Affairs.
2. To prepare a learning competency for every subject using a prescribed format to be submitted at the start of classes to the immediate superior. A copy is furnished to the students.
3. To handle class instructions: Master's degree. A maximum of 24 units loaded per semester or term and not to exceed 30 units. Non-master's. A maximum of 18 units loaded per semester or term.
4. To give grade to the student two weeks after each examination (Prelim, Midterm, Semi-Final), and to submit grade sheets two weeks after the Final examination. Grades will be submitted to the Dean or the immediate superior. Grade sheets must be accomplished in three copies and submitted to the following offices:
 - a. Vice President for Academic Affairs
 - b. Registrar
 - c. Department Head / Dean

5. *To submit list of students to the immediate superior who are failed, and dropped two weeks after term examination (Prelim, Midterm, and Semi-Final).*
6. *He should submit the Table of Specifications with examination questions 7 days before the examination days to the immediate superior for checking. He should submit the corrected and encoded examination questions 3 days before the examinations days to the Vice President for Academic Affairs office for reproduction.*
7. *He must submit other requirements (papers, reports, etc.) as required by the College Dean and Vice President for Academic Affairs.*
8. *He is required to participate in the following:*
 - a. *Meetings*
 - b. *Conferences*
 - c. *Seminars / Workshops / In-service training*
 - d. *Academic programs*
 - e. *Graduation exercises*
 - f. *Other school activities*

Classroom Procedures and Management

1. *Start and end with a short prayer (optional).*
2. *For first days of classes, teachers should give an orientation on school rules and regulations, policies, subject description and coverage, grading system and attendance.*
3. *All teachers should attend classes regularly and observe punctuality in starting and ending classes.*
4. *He is required to check the uniforms and identification card (ID) of the students in his respective classes. Students not in proper uniform and ID should be directed to the Vice President for Student Affairs to secure admission slip.*
5. *He must make use of the instructional time allotted for his respective course.*
6. *At the end of the period, before dismissing the class, he should do routine activities like erasing the writings on the blackboard and switching off the lights, ceiling fans, and air-condition.*
7. *A teacher is expected to dismiss the class on time.*
8. *The teacher should follow a system on checking of attendance, passing test papers, and other reports.*

HIGH SCHOOL/ ELEMENTARY TEACHERS

Functions and Responsibility of High School/ Elementary Teacher:

1. *Acts as a liaison between the principal and the students in his own respective classes.*
2. *Cooperates with the administration, in particular with his own principal, in attaining the vision, mission and objectives of the department and the school in general.*
3. *Prepares and keeps class records like student's grades, report cards, attendance records and any other papers requested by the principal with such preciseness and promptness.*

4. *Assists the principal in gathering information about students, by individual counseling and by providing the students with group guidance.*
5. *Coordinates to the prefect of discipline for minor disciplinary matters and to the principal for grave offences of students.*
6. *Assumes responsibilities, under the doctrine of loco parentis, for any injury or death of students under his custodial care during the entire class period, including recess, unless he can prove that he has exercised diligence and care.*

Job Description:

a. Homeroom Adviser:

1. *Responsible for the general conduct and behavior of his advisory class.*
2. *Supervises the student's conduct and decorum at general assemblies/meetings such flag ceremony, programs, etc.*
3. *Disseminates and explains information, schedule of activities and other matters concerning the students during faculty meetings to his her advisory class.*
4. *Regularly checks students' attendance, tardiness, uniforms and absences of his class and makes follow-up of the reasons for truancy, tardiness or absences through the office of the prefect of discipline.*
5. *Prepares and accomplishes required reports and forms such as the following whenever necessary:*
 - *Grading sheets*
 - *Form 1 (Class Register)*
 - *Form 138 (Report Card)*
 - *Form 18-A (Promotional Report)*
 - *End – of – the – year reports, honors, failures, tentative list for the next school year, summary of conduct for advisory class, class achievement and class inventory list.*
6. *Distributes and follows up all communications between the school and the home especially notices and letters which require replies or return slips; collects report cards and the like.*
7. *Responsible for maintaining a clean, neat and orderly classroom.*
8. *Confers with other subject teachers regarding the academic progress and achievement as well as disciplinary performance of the students under his care.*
9. *Confers with the principal regarding off-campus activities of his class.*
10. *Inspires and leads his students with his own example in co-and extra-curricular activities such as retreats, recollections, contests, etc. and as a result helps develop class and school spirit.*
11. *Confers with parents and school authorities on matters deemed necessary for further development for students.*
12. *Performs other functions that may assigned by the principal.*

b. Subject Teacher:

1. *Integrates Christian values in his subject matter.*
2. *Implements the school's academic and instructional programs.*

3. *Cooperates with the administration in the implementation of school activities.*
4. *Keeps abreast of modern trends in educational methods and techniques enabling him / her to participate, recommend, and / or contribute to curricular improvement.*
5. *Deals seriously and conscientiously with his teaching assignment including careful planning, of lessons preparation and handling of audio-visual materials, regularity in meeting scheduled classes and clearly informing students of subject requirements.*
6. *Recognizes that students deserve respect as individuals with certain rights that must be respected while taking an active interest in their academic and personal problems and giving counsel when proper and necessary.*
7. *Keeps a clean and orderly record of ratings and makes a fair and impartial evaluation of students according to standards established by the school.*
8. *Seek ways to improve his effectiveness as a teacher, varying teaching techniques according to subject matter and mental age of students, exploring new ways of presenting the subject matter and constantly motivating the students.*
9. *Maintains at all times an orderly conduct of classes and closely supervises students' behavior and decorum.*
10. *Consistently implements class routine and procedures such as giving / checking assignments, checking attendance and seating arrangement.*
11. *Participates in faculty meetings, workshops and projects.*
12. *Accompanies the students in extra and co-curricular activities which need his support and guidance.*
13. *Performs other functions that may be assigned by the principal.*

Section 3. CODE OF ETHICS FOR PROFESSIONAL TEACHERS

The Code of Ethics for Professional Teachers (Board for Professional Teachers Resolution No.435, Series of 1997) which is hereby incorporated in this Manual, forms as an integral part of this Administrative Manual and shall govern the norms of conduct and behavior of teachers in their relationship with their co-teachers, school officials, students and parents, among others. Any violation of the said Code of Ethics shall be a ground for disciplinary action against the erring teacher in addition to any violations that he may incur insofar the NCMC Code of Discipline for Employees is concerned and that applicable provisions stated in this Administrative Manual.

Section 4. TRANSFER OF SCHOOL TEACHING PERSONNEL

Pursuant to the same 2010 revised Manual of Operations for Private Schools of Basic Education, specifically section 70 thereof, "it shall be prohibited for any school teaching personnel, whether temporary or permanent, to terminate his/her employment, desist from complying with is written commitment, or transfer to another school during the school term or during the effective period of his/her contract or appointment, except when termination, desistance, or transfer has the prior approval of the deputy president. It shall likewise be prohibited for any school teaching personnel, whether temporary or permanent, to teach in

another school, unless such employment has the permit to teach from the school head wherein he/she is regularly employed and subject to the limitation on subject-load. Any violation of this provision shall subject the erring school personnel to such appropriate disciplinary sanctions as may be imposed by the school.

Section 5. STATUS OF ACADEMIC PERSONNEL

Subject in all instances to compliance with the Department of Education (DepEd), Commission on Higher Education (CHED) requirements, the probationary period for academic personnel shall not be more than three (3) consecutive years of satisfactory service for those in the Basic Education and Higher Education Institutions levels. The said specified period is the maximum allowed and under certain conditions, regular status may be achieved in less time depending on the discretion of the school Board of Trustees based on the employees' qualifications and job performance. The probationary period is the interval during which an employees' fitness for a particular job is determined.

Section 6. STATUS OF NON-ACADEMIC PERSONNEL

Non-academic personnel are those staff who perform administrative functions but are not involved in the academic work. Their probationary period is governed by the Labor Code of the Philippines (PD442) and not by the Manual of Regulations for Private Schools. Probationary employment shall not exceed six (6) months from the date the employee started working in the institution.

SECTION 7. DESIGNATION TO ADMINISTRATIVE POSITIONS

In the exigencies of the service, a faculty member may be appointed to serve temporarily in concurrent capacity in any administrative position, such as Subject Coordinator, Homeroom Class Adviser, Program Head, Program Coordinator, Committee Chairman, etc. He is usually paid an honorarium in connection with the designation and appointment at such amount is subject to the approval of the Deputy President in consultation. Such temporary appointment to administrative position may be for a maximum period of one (1) year and shall not mean an additional regular status of the faculty member concerned, and at the expiry of the term of the appointment, he shall revert to the previous permanent status and pay as a faculty member. It shall be adopted as a matter of practice that designations to administrative positions may be rooted among qualified and deserving senior faculty to afford them the opportunity to gain relevant administrative and management experience.

ARTICLE IV
ADMINISTRATIVE MECHANISMS, POLICIES AND PROCEDURES

Section 1. General Operational Guidelines. *The following are some general operational guidelines observed in implementing administrative systems, policies and procedures.*

- a. *Signing Authority. The President is the signing authority for documents involving administrative matters. The documents includes appointments, contract of services, job orders, designations, separation from the service like contracts, etc;*
- b. *Systems, Policies and Procedures. The organization structure reflects responsibilities of the different offices in the administrative operation of the school. The major processes in administration are described in terms of policy, provisions and procedures.*

ARTICLE V

PERSONNEL MECHANISMS, POLICIES AND PROCEDURES

The Human resource Management of North Central Mindanao College revolves around the harnessing and effective utilization of available manpower resources to attain institutional goals and objectives. People exhibit certain traits, characteristics, attitudes, beliefs and idiosyncrasies which set them apart from the rest. However, being social and economic beings, they have certain common traits which they desire: satisfaction, recognition, fulfilment, achievement, humane treatment and security.

The school believes that its success as educational institution depends to a large extent on the quality of its employees, not only the teachers who are the frontrunners in the entire educational process, but the whole NCMC community.

North Central Mindanao College hires qualified and competent faculty members on the basis of their educational qualifications, teaching and work experience, professional achievements, trainings attended, professional affiliations, recommendations, among others and to see to it that the best, the brightest and the good performers are attained.

Section 1. Recruitment and Selection. *The Human Resource Officer takes responsibility in announcing the need for teachers or administrative staff upon the request from the Principal or the Department Dean concerned, subject to the favorable recommendation from the Vice president for Academic Affairs and the approval of the Deputy President.*

The Human Resource Office is charged with the very important role of attracting the best talents for vacant positions through an objective recruitment and selection process.

Section 2. General Guidelines for Recruitment. *The following procedure shall be observed in processing the application for both teaching and non-teaching positions:*

- a. *Job description for the job covering key activities, tasks, skills required expectations, deliverables and safety considerations must be advertised. When advertising, avoid discriminatory language e.g. young person. Instead, target the requirements of the job e.g. We seek an energetic person.*
- b. *Applicant's resume and application will be submitted to the HR dept.*
- c. *HR personnel will process the application of the applicants.*

- a. Requires to submit an application letter with all necessary credentials including photocopy of TOR, diploma, certificate of employment, PRC licensed card, and seminars/trainings attended.
- b. Applicants will fill out the employment application form to be given by the Human Resource Officer.
- c. Upon completion of the form, the applicant will be scheduled for teaching demonstration and initial interview after submitting the necessary credentials stated above (teaching and non-teaching position).
- d. The applicants for teaching positions are required to undergo teaching skills demonstration for assessment by a Panel composed of a three or more committee constituted by the Principal, Department Dean/Program head, Human Resource Officer, or any representative..

Panels will also be required to complete the evaluation form for demonstration teaching and interview.

- e. Applicants for teaching position who will not pass the demonstration teaching skills and initial interview will be informed and need not to be recommended to proceed to the next step. Inform the unsuccessful applicants as a matter of courtesy.
- f. Applicants who will passed the teaching demo and initial interview will be scheduled for final step of the hiring process.
- g. Final interview by the Deputy President, Vice President for Academic Affairs, Vice President for Administration who will confirm the recommendation for hiring or reject.
- h. Successful applicants who are approved for hiring are required to submit the following requirements:
 - a. 2 x 2 size picture (school id/ 201)
 - b. Updated resume
 - c. TOR and diploma
 - d. Marriage contract (if applicable)
 - e. PRC license card for professional employees
 - f. Community Tax Certificate/Cedula
 - g. Training/seminar/workshop certificates
- i. A background check shall be conducted by an employee.
- j. Contract signing follows.

Section 3. Talents Requisition. Talents requisitions shall be well-planned and shall describe talent needs with the appropriate qualifications and competence, personal qualities and characteristics desired of the prospective talents.

The department deans, principals and heads of office are responsible in justifying their talent requisitions, whether this be filing up of existing vacant positions or proposing additional positions.

Section 4. Publication of vacancy. Publications and posting requirements for vacant positions are intended to inform and provide equal opportunity to those interested in applying for vacant positions.

Publication and posting of vacancy in Human Resource Office Bulletin Boards in the College, school website and social media platform shall be observed for all vacant positions.

Section 5. Sources of talents. Talents may be from within or outside the College. To qualified incumbents employee can apply for ranking for consideration of promotion. Other talent includes appointees of the Deputy President.

Section 6. Selection by Appointing Authority. For any positions, the Deputy President, as the appointing authority, shall assess the merits of the selection board (composed of the Board of Trustees and the different Vice President's evaluation report of the talents screened for appointment, the best qualified talent.

Section 7. Issuance of Appointment. The Office of the Deputy President shall immediately make an appointment for the newly hired talent to the Human Resource office following the issuance of contract for signing.

Section 8. Appointment Status. An appointment differentiates the terms and condition of employment by the status indicated in an employee's appointment.

8.1 Permanent/ Regular

This appointment is issued in a faculty member who meets the basic qualification standards required by the Commission on Higher Education (CHED) and Department of Education (DepEd) and who shall successfully completed the probationary period of three (3)years or 6 consecutive semesters.

This is immediately issued to a non-teaching employee who meets all the qualification requirements of the position but who shall serve a six (6) months probationary period from the initial appointment. When on probation, the employee is observed and evaluated and is either retained or dropped from the service based on the result of the evaluation before the expiration of the 6-month period.

The security of tenure for a permanent appointee is based on performance.

8.2 Contractual

This appointee is issued to an employee who is hired in accordance with a special contract for a specified period and with a definite expected output and employed to undertake a particular work and whose hiring creates an employee-employer relationship between employee and the College. For the basic education teachers, licensed or non-license will render service for a period of three (3) years.

The contractual employee shall be paid compensation of an equivalent position but not to exceed the salary of the immediate superior. The contract shall provide the basic salary of the position and they shall be entitled to other benefits that a regular employee have except annual leave.

The contractual period covered for three (3) years is indicated for purposes of crediting the services of the employee.

8.3 Job Orders

Hiring of employees on job order or contract of services shall be made on the basis of outputs or work to be accomplished, urgency, and availability of funds. The head concerned must submit to the University President a request for job order specifying the nature of work and desired outputs, and duration of employment, and attach recommendation of the Dean/Principal/Vice Presidents and Board of Trustees.

Appointees who are hired under job orders/contract of services shall sign contracts that will stipulate the terms and conditions of their employment.

The employees involved in the contracts do not enjoy the benefits enjoyed by government employees such as personnel economic relief allowance, additional compensation allowance, and representation and traveling allowance, and others.

Job orders need not be submitted to the DOLE. Claims for payment of wages shall be supported by accomplishment reports and submitted to the compensation, benefits, and other obligations office for the preparation of payrolls.

8.4 Probationary Period for New Employee

Probationary period refers to the period of actual service following the issuance of an original and permanent appointment to an employee wherein the appointee undergoes a thorough character investigation and assessment of capability to perform the duties of the position enumerated in the job description (JD).

The period of probation for the faculty is six (6) semesters while that for the non-teaching is six (6) months. Immediate supervisors of new employees shall assist their respective staff and shall observe the following guidelines:

- a. The immediate superior shall regularly gather feedback on the appointee's performance to determine appropriate interventions to improve the appointee's performance.*
- b. The performance evaluation shall be done after three (3) months during the probationary period for the non-teaching and every six (6) months depending on the duration of the required probationary period for the teaching employee.*
- c. The immediate supervisor shall record critical incidence such as habitual tardiness and absenteeism, leaving the workplace without permission, loafing, unusual behaviors such as rumor-mongering, scandal-mongering, arrogance, bullying, dishonesty, immorality and the like.*
- d. The critical factors to be reviewed shall be based on the Performance Management Process indicated in the school and may include the following: aptitude, learning ability, work quality, human/public relation, attitude, service orientation, accountability, dependability, reliability, resourcefulness, team spirit, courtesy, initiative, loyalty, and ambition; and job-related critical incidents such as habitual tardiness and continuous absence from work.*
- e. Unsatisfactory work performance and conduct shall be corrected through mentoring and coaching, appropriate counseling, constructive criticism, and specific training provided by the immediate supervisor through coordination of the Vice President for Academic Affairs. A written warning shall be furnished the probationer that unsatisfactory work performance and behavior must be corrected immediately and that failure to do so shall mean termination of service during the probationary period.*
- f. The permanent status of the new appointees shall continue after the completion of the probationary period provided that the average rating obtained in the last 2 performance rating periods is at least very satisfactory and the appointing authority has approved the continuity of the permanent appointment based on the recommendation of the immediate superior.*

8.5 Part-time Appointment. *The school may employ professionals and members of the faculty on a part-time basis to maintain the quality of education in specific teaching areas, provided that they meet the requirements of the position.*

8.5.1 Part-time appointment may be issued to a certain need position if the requirements of the position are met.

8.5.2 *The employee is required to secure a permit to teach from the present institution they are connected that permits them to teach part time.*

8.5.3 *The salary working hours of an employee under part time appointment is based on the number of hours rendered in teaching.*

8.5.4 *Part time employees are required to contribute for the statutory benefits under the Labor Code. The employee shall be informed and with his approval.*

8.5.5 *Part time employee will handle a minimum of 9 units and maximum of 12 units.*

Section 9. Performance Evaluation and Guidelines. *The school shall establish and implement a performance evaluation system based on criteria in the Performance Management Process Form. The PMP shall be administered to continuously foster improvement of employee performance and efficiency; to enhance organizational effectiveness and productivity; and to provide an objective performance rating which shall serve as basis for agreement incentives, promotion, training and development, personnel actions and administrative sanctions. The performance evaluation system shall provide for the identification of outputs as well as the job related behaviors and the corresponding performance standards of quantity, quality, and time which shall be agreed upon between the supervisor and the subordinate.*

Section 10. Promotion. *Promotion is defined as an advancement of an employee from one position to another with an increase in duties and responsibilities, and usually accompanied by an honorarium of such promotion. The promotion of teaching and non-teaching employees shall be governed by the Board of Trustees with recommendations from the different Vice Presidents. The evaluation and review of the documents for promotion among faculty members are assigned to the department heads, Vice President for Academic Affairs and Human Resource Office. Promotional appointments are issued by the Deputy President to qualified faculty members to implement the corresponding salary adjustments.*

An incumbent faculty member shall apply for promotion in a period of two (2) years in accordance with the approved promotion and academic ranking system to afford them the opportunities to professionally grow during the period of their continuous employment with North Central Mindanao College provided, however, that they are deserving and qualified on the basis of the objective and judicious evaluation of their performance, educational qualifications, training and experience, personality and character, work attitude, dedication to duty and loyalty.

Section 11. General Policies on Promotion. *The policies and procedures on promotion shall apply to the teaching and non-teaching personnel and as far as practicable to the members of the faculty.*

- a. *An employee must meet the minimum qualification required by CHED and DepEd, and completed the probationary period, with a very satisfactory rating on the performance evaluation system.*
- b. *The College President may promote an employee who far exceeds the requirements of the position compared to one who merely meets the minimum requirements of the position.*
- c. *For supervisory/management positions, the Board of Trustees with recommendations from the different respective Vice Presidents shall select of candidates for the position.*

Section 12. Other Personal Actions. *Other personnel actions pertain to personnel movements within or outside the College at anytime during the employment of the employees. The other personnel actions are described as follows:*

12.1 Designation. *A designation is a management prerogative adjunct to an appointment and issued to an employee to assume positions whose incumbent cannot temporarily perform the duties of the position due to vacation or sick leave, study leave, scholarship, maternity leave, or special assignments. Designations shall be made through an office order from the Deputy President:*

- a. The designation shall not exceed one (1) year and shall be synchronized with the absence of the incumbent of the position. For positions without incumbents, a designation may be made only for a maximum of one (1) year.*
- b. Employees to be designated shall hold permanent appointments to career positions.*
- c. Designees can be granted an honorarium of the position they are being designated.*
- d. The members of the faculty are given designations to perform functions in administration, research, extension, and production. A designation shall be assigned an equivalent teaching load (ETL) shall be consider as extra load. The determination of the ETL shall be in accordance with the approved workload scheme.*

12.2 Change of Status. *This is a nature of appointment that is issued to a contractual employee when he/she acquires the appropriate eligibility or becomes fully qualified for the position to which he/she is appointed.*

12.3 Re-employment. *Re-employment occurs when an employee who was separated from his/her service from the College as a result of health reasons, unexpected accidents and voluntary resignation, is re-employed. The salary of a re-employed employee shall be paid the hiring rate or the 1st step of the new position. The reasons or causes for separation of those who were reemployed in the College under permanent or contractual status shall be verified or validated with their previous immediate superiors particularly on the issues on performance and conduct, including critical job-related behavior dimensions.*

12.4 Transfer of Office. *Transfer is a personnel movement from one department to another. An employee can transfer to office unless a given appointment by the College President, upon the recommendation of the department heads concerned, stating the effective date of transfer which shall be the day following the employee's last day.*

12.4.1 A teaching personnel can transfer of office provided it is permitted by the immediate superior; vacancy of the position and required qualifications of the position and approved by the deputy president.

12.5 Resignation

Every employee/faculty has the right to terminate his/her employment with the school, provided:

- a. He or She completed the agreed Contract of Employment.*
- b. Submit a written notice to the effect, addressed to the School HR and copy furnish to the School Principal or Department Dean, at least thirty (30) days before such resignation will take effect.*

However, pursuant to Section 82 of the 2010 Revised Manual Regulations for Private Schools of Basic Education and Section 121 of the 2015 Revised Manual Regulation for Private Higher Education “except as otherwise provided for this Manual, a school personnel may terminate without just cause, his employment in a private school by serving a written notice on the school head at least one (1) month in advance. The school upon whom no such notice was served may hold the school personnel liable for damages”.

An employee whose resignation was duly approved by the Deputy President must clear himself from the following before his last salary and other benefits are released:

- > Money accountabilities*
- > Record accountabilities*
- > Properties accountabilities*

Simultaneous with the release of his last paycheck or quick claim, the employee is required to completely sign an Exit Clearance Form and Exit Interview by the Human Resource Office.

11.6 Re-Appointment. *An incumbent employee can be re-appointed upon vacancy and management approval for the vacant position.*

For upper position, the deputy president has the authority to approve for the position.

If an employee is given a new appointment, its term are fully applicable without regard to any former period of service. In other words, no entitlements from such prior service will accrue to the employee.

Terminated employee shall not be recruited further.

12.7 Reinstatement. *If the former employee is reinstated, that must be stipulated in the letter of reinstatement and his/her capabilities to functions effectively and efficiently. The employee’s service is then considered as having been continuous. This is commonly applicable to employees who had maternity leave.*

Section 13. Work Hours. *The College shall have its internal rules on work hours especially among the members of the faculty that shall be consistent with the required forty (40) hours of service each week, exclusive of time for lunch, and regardless of work schedule.*

Section 14. Basic Policies on Work Hours

a. It shall be the duty of the heads of department, deans, deans, principals and vice-presidents to require their respective faculty and staff to strictly observe the required office hours.

b. The immediate supervisors shall be responsible in reviewing workloads of their respective subordinates and to reckon these with the work hours rendered.

c. When the head of the department, or head of office in the exercise of discretion, allows personnel to leave the office during office hours not for official business such as social events/function and/ or wakes/ interments/ SSS, PagIbIG remittance or loans concerns, withdrawal or sending of money to remittance centers, the same shall not be permitted and charged against undertime.

d. The internal rules on work hours for members of the faculty based on their modified workload scheme shall be approved by the Vice President for Academic Affairs.

Section 15. College Work Hours. . The regular normal work hours are from 8:00 AM to 12:00 noon and from 1:00 PM to 5:00 PM, (College teachers and Staff) 7:00 am to 11:00 am and 1:00 PM to 5:00 PM (Elementary teachers); 7:30 am to 11:45 noon and 12:30 PM to 4:30 PM (High School teachers), eight (8) hours a day, from Monday to Friday, or a total of 40 hours a week. Employees shall be allowed a one (1) hour break for lunch.

Below are the following working hours for each department and offices. All employees are enjoined to observe faithful attendance and punctuality when reporting for duty.

<i>DEPARTMENT</i>	<i>MONDAY TO FRIDAY</i>	<i>SATURDAY</i>
<i>Accounting Dept</i>	<p>8:00 – 5:00</p> <ul style="list-style-type: none"> <input type="checkbox"/> With 3 minutes morning prayer and 5 minutes work time preparation. <input type="checkbox"/> 12:00 -1:00 Lunch Break <input type="checkbox"/> All employees are entitled to one (1) hour compensable lunch break. <input type="checkbox"/> Overtime pay is applicable beyond office hours. 	<ul style="list-style-type: none"> <input type="checkbox"/> You may be required to report anytime during Saturday (whole day) and you must report when approved by the VP Finance as the need arises without overtime.
<i>Records Dept</i>	<p>8:00 – 5:00</p> <ul style="list-style-type: none"> <input type="checkbox"/> With 3 minutes morning prayer and 5 minutes work time preparation. <input type="checkbox"/> 12:00 -1:00 Lunch Break <input type="checkbox"/> All employees are entitled to one (1) hour compensable lunch break. <input type="checkbox"/> Overtime pay is applicable beyond office hours as 	<ul style="list-style-type: none"> <input type="checkbox"/> You may be required to report anytime during Saturday (whole day) and you must report when approved by the Registrar as the need arises without overtime.

	<i>needed arises and approved by the immediate superior.</i>	
<i>Human Resource Office</i>	<p>8:00 -5:00</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>With 3 minutes morning prayer and 5 minutes work time preparation.</i> <input type="checkbox"/> <i>12:00 -1:00 Lunch Break</i> <input type="checkbox"/> <i>All employees are entitled to one (1) hour compensable lunch break.</i> <input type="checkbox"/> <i>Overtime pay is applicable beyond office hours as needed arises and approved by immediate superior.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>You may be required to report anytime during Saturday (whole day) and you must report when approved the Human Resource Officer or Deputy President as the need arises without overtime.</i>
<i>Health and Services</i>	<p>8:00 -5:00</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>With 3 minutes morning prayer and 5 minutes work time preparation.</i> <input type="checkbox"/> <i>12:00 -1:00 Lunch Break</i> <input type="checkbox"/> <i>All employees are entitled to one (1) hour compensable lunch break.</i> 	<p><i>No Saturday work except what is stated below:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>You may be required to report anytime during Saturday (whole day) and you must report when approved by the Deputy President as the need arises.</i> <input type="checkbox"/> <i>Overtime pay is applicable.</i>
<i>Maintenance Supply Officer School Driver School Guards Safety Officers Laboratory In-charge Property Custodian</i>	<p>8:00 – 5:00</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>With 3 minutes morning prayer and 5 minutes work time preparation.</i> <input type="checkbox"/> <i>12:00 -1:00 Lunch Break</i> <input type="checkbox"/> <i>All employees are entitled to one (1) hour compensable lunch break.</i> <input type="checkbox"/> <i>Overtime pay is applicable beyond office hours.</i> 	<ul style="list-style-type: none"> <input type="checkbox"/> <i>You may be required to report anytime during Saturday (whole day) and you must report when approved the VP Admin as the need arises without overtime pay.</i>
<i>Circulation Librarian Reference Librarian</i>	<p>8:00 – 5:00</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>With 3 minutes morning prayer and 5 minutes work time preparation.</i> <input type="checkbox"/> <i>12:00 -1:00 Lunch Break</i> 	<p><i>No Saturday work except what is stated below:</i></p> <p><i>Reference Librarian:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>You may be required to report anytime during</i>

	<ul style="list-style-type: none"> <input type="checkbox"/> <i>All employees are entitled to one (1) hour compensable lunch break.</i> 	<p><i>Saturday (whole day) and you must report when approved the VPAA as the need arises without overtime pay.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Overtime pay is applicable.</i>
<p><i>Teachers</i></p> <p><i>High School</i></p> <p><i>Elementary</i></p>	<p style="text-align: center;"><i>7:30 – 4:30</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>With 3 minutes morning prayer and 5 minutes work time preparation.</i> <input type="checkbox"/> <i>11:45 – 12:45 Lunch Break</i> <input type="checkbox"/> <i>Unless otherwise provided, faculty members in the preschool, elementary and high levels shall teach full time, and shall be assigned the maximum load specified in the curriculum approved by the Department of Education. The load includes activity periods, and mass periods.</i> <input type="checkbox"/> <i>Actual teaching hours shall, however, depend on the actual loads given to the teachers on the basis of their subject assignment/specialization.</i> <p><i>Teacher shall be employed to teach in the elementary/secondary level in the school where she/he shall conduct classes and perform such other School/Academic related functions as the School may deem and direct for the best interest of its academic community. It shall be the School's sole prerogative to determine the reasonable teaching load at least five (6) to eight (8) (hours).</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> <i>You may be required to report anytime during Saturday, Sunday and beyond working hours when approved by the immediate superior and VPAA as the need arises with overtime pay.</i>

<p>College Instructors</p>	<p>8:00 – 5:00 <i>Normal Load of teachers</i></p> <p><i>Faculty members in the College shall teach full-time and shall be assigned the maximum load of 24 units including the student's consultation. It shall be the school's sole prerogative to determine the reasonable teaching load at 40 hours in a week.</i></p> <p><i>Teacher shall conduct classes and perform such other school/academic related functions as the school may deem and direct for the best interest of its academic community.</i></p>	
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Section 16. Additional Guidelines on Work Hours.

- a. *Flag ceremony/flag retreat is part of College office hours. All other activities immediately held after the flag ceremony before employees report to their respective workstations constitute part of employees' work hours.*
- b. *Lunch break is not included as a work hour. However, lunch break shall not be less than or more than one (1) hour. The employees who cannot be on time to return to office shall duly inform the Human Resource Management Office, together with the approved request and justifications.*
- c. *Cutting of official hours to give way to non-official activities is not allowed. To ensure continuous and smooth delivery of services to the students/clients, employees shall return to the post on time.*

Section 17. Work for Part- Time Service.

- a. *Part-time employees may only allowed to render a maximum load of twelve (12) units/hours per week of continuous service every working day provided the needs of the College are served.*
- b. *The Vice President for Academic Affairs may, with the approval of the College President and in the exigency of the service, further reschedule the time of part-time teaching to satisfy the 12- hour work week requirement.*
- c. *Part-time employees shall be compensated on a per hour basis.*

Section 18. Habitual Absenteeism

- a. *An employee is considered habitually absent if he/she incurs unauthorized absences of three (3) days per month for six (6) consecutive months per year.*

b. Where an employee incurs unauthorized absences, the penalty, after due process, shall be:

- 1) 1st offense – Oral Reprimand
- 2) 2nd offense – Formal Written Reprimand
- 3) 3rd offense – Last Formal Written Reprimand
- 4) 4th offense – 3 days suspension without remuneration
- 5) 5th offense – Decision Making Leave
- 6) 6th offense – Dismissal/ Discharge

Section 19. Tardiness and Undertime. Tardiness is incurred when an employee logging in beyond the start of working hour. Undertime is defined as leaving work more than five (5) minutes before the end of work shift or schedule or upon prior notice to immediate superior.

a. Tardiness shall be deducted from his/her monthly salary of the employee.

b. Any employee who is absent in the morning is considered to be tardy and is subject to the provisions of habitual tardiness.

Undertime. Undertime is defined as leaving work more than five (5) minutes before the end of work shift or schedule upon prior notice to immediate superior. . It also refers to the deficiency in completing the required hours in a day or the prescribed 40 hours in a week. Undertime is not classified as tardiness but since this has inimical effect to the service, the following guidelines shall be observed:

a. Any undertime or deficiency in completing the prescribed work hours shall be deducted from the salary of the employee.

b. If undertime is for health reasons, it shall be filed from sick leave provided it is supported by medical certificate and leave application.

c. Any officer or employee who is absent in the afternoon is considered to have incurred undertime.

Section 20. Absence During Suspension of Work Hours

20.1 Employees who fail to report for work on a day when work hours are suspended shall be considered absent on the day the suspension of work is announced.

20.2 Work suspension in case of inclement weather, calamity or other similar cases shall be dealt with under certain terms and conditions.

Section 21. Pass Slip During Working Hours

Any employees are allowed to avail the PASS slip form at the Human Resource office for the following reasons:

21.1 Official business transactions: (signed by the immediate superior.)

21.2 Personal: emergency situations such as health, accidents, and natural calamities.

Section 22. Overtime.

The employee must secure approval from his/her immediate superior when doing overtime. A letter of request to render overtime with its purposes and recommended by the immediate superior and approved by the Deputy President. She/He must fill up an overtime form which can be procure at Human Resource Office. The approved letter and overtime form will be submitted to the HR office for endorsement to the VP Finance.

Section 23. Monetary Remuneration of Overtime Services – refer to the accrued number of hours earned beyond regular work hours, and/or services rendered on Saturdays and Sundays.

The following procedures shall be observed in the rendition of overtime services:

- 11.1 The heads concerned determine the need for overtime services specifying its purpose, the date and time for the rendition of such. The request for overtime letter shall be signed by the head of office and forwarded to the Deputy President for approval of the services to be rendered.*
- 11.2 The person to render the overtime will file an overtime using the overtime form and attach it to the approved request letter, forward it to the Human Resource Office.*
- 11.3 Upon completion of the stipulated overtime services, the person who rendered the overtime work will submit documents, attendance or output as proof of the rendered services.*
- 11.4 No overtime will be rendered if there is no approval by the deputy president.*
- 11.5 Overtime services may be authorized for the following activities:*
 - a. Additional work related to school graduation/registration*
 - b. Seasonal work preparation of budget/annual reports with deadlines*
 - c. Services of drivers/other immediate staff of officials who are required to keep same work hours as their superiors*
 - d. Special programs/projects with deadlines*
 - e. Basic and essential services during emergencies*
 - f. Infrastructure and other projects with set deadlines*
 - g. Other activities to be determined by the University President, upon the recommendation of head concerned*

Section 24. Seminars/Conferences/Trainings /Workshops

Teachers are entitle to attend seminars/conferences/trainings/workshops for their professional development. The events must be relevant and significant in the curriculum of the specified program. It shall be recommended by the immediate superior for validation of the activity/event.

The following guidelines for seminars/workshops and training must be observed:

- a. If the event costed P10,000.00 and above, the teacher has to render return service for 2 semesters or 1 year of service.*
- b. Regional level: In the period of the event, if the activity starts at 8am, a half day before the date of the event will be covered for the travel period.*
- c. National level: In the period of the event, a day before and a day after the event will be covered for the travel period if the specified day falls on weekdays.*

- d. *If travel period of the event falls on weekends, employees are not allowed to file overtime since it is part of their professional career development.*

Section 25. Normal Load of Teachers

Faculty members in Basic Education shall teach full time, and shall be assigned the maximum load specified in the curriculum approved by DepED. The load includes the actual teaching, activity periods, mass periods.

A full time teacher shall be given the normal minimum load of six (6) hours to a maximum load of eight (8) which is 6 hours for teaching and 2 hours depending on the need for his/her specialized field of study.

Full time teachers in the tertiary level shall handle a maximum of twenty four (24) units specified in the curriculum approved by CHED. This load includes actual teaching and consultative meeting. College teachers without master's degree can handle an extraload of 18 units and teachers with master's degree shall handle a maximum of 24 units extraload.

Part time teachers in the College shall be handle a minimum of 12 units specified in the curriculum approved by CHED.

ARTICLE VI **STATUTORY BENEFITS**

Section 1. Social Security System (SSS) Benefits

All employees/faculty members are automatically and compulsory covered by the Social Security System (SSS) on the first day of employment. To avail of the benefits, the employee must accomplish SSS Form E-1 and submit it together with a certified true copy of his/her birth certificate and a marriage contract if married. If he/she has children, their birth or baptismal certificates as well are needed. All original copies should be presented together with the machine or certified copies for authentication purposes. The employee then is given an SSS number. He/She enjoys the following benefits from SSS, namely:

i. *Sickness Benefits*

This is a daily cash allowance equivalent to 90% of the average daily salary credit paid to an employee/faculty for the number of days he/she is unable to work due to sickness or injury and confined for at least four (4) days in a hospital. To qualify, refer to the HR office for further info.

ii. *Maternity Benefits (RA 1161, as amended by RA 11210)*

Any female pregnant employee who has paid at least one (1) year immediately the semester of her delivery, miscarriage or abortion, shall be paid a daily maternity benefit equivalent to one hundred percent (100%) of her basic salary for one hundred five (105) days under RA 11210

violation for RA11210 is P20,000.00 to 200,000.00) for normal delivery, subject to the following conditions:

1. That the employee shall have notified her employer of her pregnancy and the probable date of her childbirth which notice shall be transmitted by the SSS in accordance with the rules and regulations it may provide.
2. That the payment shall be advanced by the employer in two equal installments within thirty (30) days from the filing of the maternity leave.
3. That in case of caesarian section delivery, the employee shall be paid maternity benefit for 121 days.
4. That the maternity benefit shall be paid for the first four (4) deliveries, refer Section. 14A of RA 1161 as amended).

iii. Death Benefit

This is a cash benefit given to the beneficiaries of a deceased member. The primary beneficiaries of a deceased employee/faculty are the legitimate dependent spouse until the person remarries and the dependent legitimate, legitimated or legally adopted and illegitimate children of the member who are not 21 years old. For further information, please refer to Human Resource office.

iv. Salary Loan

Employees who have paid at least one (1) year contributions can avail of a salary loan to meet the member's short term credit needs. The loans is payable by means of salary deductions for a period of two years.

v. Retirement Benefit

It is a cash benefit paid to a member who is sixty (60) years old and is separated from employment and who has paid at least 120 monthly contributions before the semester of retirement for as long as he/she lives. This cash benefit is different from the retirement benefit which the faculty shall receive from the school when he/she retires.

Section 2. PhilHealth Benefits (RA 7875 as amended by RA 9241)

The National Health Insurance Program (NHIP) intending to provide health insurance coverage and health care services to employees is the task of the Philippine Health Insurance Corporation (PHILHEALTH).

Beneficiaries of this program are the member-employees including their legitimate spouses, children below eighteen (18) years old and parents who are sixty (60) years old and wholly dependent on the member for support.

Section 3. PAG-IBIG Benefits (RA.9679)

PAG-IBIG is an acronym for Pagtutulungan sa Kinabukasan, Ikaw, Bangko, Industriya, at Gobyerno. Coverage is mandatory upon all employees. Members shall be entitled to receive the

Total Accumulated Value (TAV) of his/her contributions upon termination of his/her membership minus any indebtedness to the fund. Members can apply loans such as Multi-Purpose Loans, Housing Loans, among others.

Section 4. Thirteenth Month Pay (PD 851)

All employees/faculty members, regardless of status shall be entitled to a 13th pay which shall not be less than ½ of the total basic salary earned by the employee/faculty within the calendar year which is given lump sum on or before 24th of December. The employee/faculty must have rendered at least one month of service within the year.

Section 5. Paternity leave. (RA 8187)

Every married male employee/faculty shall be entitled to leave benefits of seven (7) working days with full pay which may be enjoyed before, during or after delivery of his legal wife, provided that this benefit shall be availed of not later than one hundred five (105) days after the date of delivery.

This benefit is also limited to the first four (4) deliveries of his lawful spouse.

Any employee who has availed of the paternity leave benefit shall, within a month's time, submit a copy of the birth certificate of the newly born child or a death or medical certificate in case of miscarriage or abortion, duly signed by the attending physician showing the actual date of childbirth, miscarriage or abortion, as the case may be.

Section 6. Parental leave for Solo Parent (RA 8972)

A maximum of seven (7) working days is granted to any solo parent who has rendered at least one (1) year of service to attend personally to his children in accordance with the provisions (please refer to DOLE Handbook Worker's Statutory Benefit).

Children refer to those living with and dependent upon the solo parent for support who are unmarried, unemployed, and not more than 18 years of age, or even if over 18 years, are incapable of self- support because of mental and/or physical defect/ disability.

Section 7. Sick leave

Each employee shall be entitled to 7 days sick leave, upon completion of one (1) year of continuous service, computed from the time of his probationary employment. Sick leave not used within a year's period shall not convertible to cash.

Section 8. Service Incentive leave/ Annual leave

Each employee who has completed at least one (1) year of continuous employment at the time of probationary employment shall be entitled to five (5) days annual leave. Service Incentive leave

is entitled only for regular employees. The annual leave shall be granted in each calendar year and is non-cumulative.

ARTICLE VII

FRINGE BENEFITS

This are benefits granted to all employees of the school whether teaching or non-teaching through the benevolence of the employer through its Board of Trustees. These benefits are designed to spur the employees to excellent performance and to remain happy and satisfied with the school. These are in addition to those granted by law.

In the same manner, the HR office shall issue the corresponding resolutions, memoranda or directives as well as implementing rules and regulations, if any, in connection with the employees leave privileges, uniform allowance, group accident insurance, love gifts, as well as tuition fee discounts for dependent children, rice subsidy, boarding house, death aid, wedding gift, medical assistance, commuter benefits, education assistance, cash advances, medicines/ grocery credit and wellness program.

Section 1. Leave Administration. *Leave administration is the responsibility of the Human Resource Management Office. The personnel directly in-charge of leaves shall be fully trained in all aspects of leave administration to ensure the integrity of the leave records, accuracy, and transparency.*

a.1 Annual leave is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in existing rules and policies. This applies only to regular teaching personnel and non-teaching personnel. The College provides annual leave which employee may use for recreation or other activities in order to provide a change from the pattern of day-to-day work. Deans, Program Head, and Principal can enjoy annual leave. Employees are encouraged to take, not accumulate, annual leave. Annual leave must be requested, and approved by the immediate superior, in advance, using the appropriate form. These forms are available at Human Resource Office.

Annual leave cannot be carried over the following year. In the event that annual leave benefits are not availed of, it shall not be convertible to cash.

As an administrative employee, you will earn annual leave at the rate of 5 days a year (40 hours per year).

b. An employee who has a valid appointment and have rendered service for at least one (1) year shall earn five (5) days annual leave.

b.2 Sick Leave - The school provides paid sick leave benefits to all eligible employees. Sick leave is defined as the absence of an employee from work for one or more of the following reasons:

- a. *Personal illness or injury which prevents the employee from performing his/her duties.*
- b. *The employees or immediate family member's appointment to a physician or other recognized health practitioner, hospital or clinic.*
- c. *The illness, injury or disability of a member of the immediate family when the presence of the employee is required.*
- d. *Employee who go on sick leave should exert all efforts to inform his/her immediate superior so substitution can be made.*
- a. *Sick leave of one (1) day or more must be filed immediately upon return of employee from sick leave, provided a prior notice of absence is sent to the immediate superior and/or approved by the College President.*
- e. *An employee who has exhausted his/her sick leave credits but has to be on sick leave can avail of the sickness benefit program of the SSS.*
- f. *The medical certificate shall be required for sick leave in his/her leave of absence; it is also required for sick leave of absence filed in advance, or in case of doubt regardless of the number of day's sick leave.*

<i>Kind of Leave</i>	<i>No. of Days</i>	<i>When to File</i>	<i>Requirement documents</i>
<i>Sick leave</i>	<i>1 -7 days</i>	<i>Filed upon return to duty or in advance per advised by doctor</i>	<input type="checkbox"/> <i>Sick leave form, Medical Certificate</i>
<i>Annual leave with pay</i>	<i>1-5 days</i>	<i>Filed 2 to 3 days in advance of the effectivity date</i>	<i>Leave form</i>
<i>Maternity Leave</i>	<i>105 days on each delivery</i>	<i>Filed before or after actual period of delivery; maternity leave enjoyed in a continuous and uninterrupted manner</i>	<i>Medical certificate, Ultrasound result</i>
<i>Paternity Leave</i>	<i>7 working days</i>	<i>Filed at least one (1) week prior to availment except in emergency cases.</i>	<i>Certified birth certificate of child, medical certificate</i>
<i>Solo Parent/Parental leave</i>	<i>7 working days</i>	<i>Filed 2 to 3 days in advance of the effectivity date</i>	<i>Solo Parent ID-not expired</i>

Section 2. Approval of Leave Application

- a. Any leave application shall be approved by the College President.
- b. If employee is actually sick, proof of illness or disability is attached to the application.
- c. While the incumbent is on approved sick leave or annual leave with or without pay,

Section 3. Absence without Official Leave (AWOL). An employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from the service or dropped from the rolls upon compliance with the two (2) notice rules under the Labor Code of the Philippines as amended.

Section 4. Leave of Absence Without Pay (LWOP). An employee who is absent but does not avail his/her leave credit, shall be approved by the College President.

- i. Leave without pay shall not be granted provided someone takes over his/her responsibilities or assigned task.
- ii. Faculty members shall file applications for leave of absence of one (1) month to one (1) year at least one (1) month prior to the effectivity of leave consistent with the "Student First Policy," and to give ample time to recruit a substitute, if necessary.
- iii. An application for a long term leave of absence shall be address to the Deputy President through the VP Academics if teaching personnel, then through Human Resource officer if non- teaching personnel, copy furnished the VP Academic Affairs and HR office.
- iv. An application for an indefinite leave or long term shall be approved by the College President and no faculty member shall go on leave until such application has been approved.
- v. An employee can apply for a long term leave of absence of thirty (30) days to less than one (1) year; the school reserves the right to impose administrative sanction if he/she fails to work after the expiration of his/her approved leave
- vi. A long term leave of absence may be allowed for the following reasons: health reasons not covered by sick leave; urgent personal or family matters requiring the employee's presence for an extend period.
- vii. Leave of absence for License Renewal: Full time employees, who request leave of absence for the purpose of renewing their professional licenses shall be considered officially absent from their duties and responsibilities.
- viii. For Education (Master's and Doctoral degree): Employees pursuing higher education, such master's and doctoral degree, are not permitted to apply for official leave of absence relative to academic activities, including compliance or submission of requirements, comprehensive exams or dissertation work.

Section 5. Long -term of absence or indefinite leave

- a. *All regular teaching and non-teaching personnel may apply for a long-term leave of absence or indefinite leave which is without pay.*
- b. *An application for a long-term leave of absence shall be address to the Deputy President through the Vice Presidents concerned, copy furnished the HR Office.*
- c. *All long-term leave of absence shall be approved by the President and no personnel shall go on leave until such application has been approved.*
- d. *A long term leave of absence may be allowed for the following reasons:*
 - Urgent personal or family matters requiring the employee's attention for an extend period*
 - Health reasons not covered by sick leave.*
- e. *An employee with an approved long term leave of absence shall be considered resigned if she/he fails to return to work upon the expiration of his/her approved leave.*

Section 6. Funeral Leave

- a. *Employees may be granted paid leave up to five (5) working days for a direct family member. In the event that funeral leave benefits are not availed of, it shall not be convertible to cash.*

Section 7. Death Assistance

A death assistance of P10,000.00 will be given to the family of an employee upon the death of any immediate member. Immediate member includes spouse, siblings, sisters and brothers and parents. Aside from, each employee will be deducted P50.00 from their salary and the total amount will be claimed at the accounting office and a death certificate must be presented.

Section 8. Mortuary/Funeral Assistance Program

An employee who rendered his/her service to the school for 20 years and above will be a grantee of a Funeral Assistance Program which includes coffin, flowers, and a cash of P5,000 for snacks during wake vigil.

Section 9. Retirements Benefits

9.1 Scope and Applicability. Membership in the North Central Mindanao College Retirement Plan under the Mortuary Plan shall be automatic for all employees of the school employed on a full-time basis, provided, however, he/she served the school for at least twenty (20) years and above. Membership shall commence retroactively on the first day of the month coinciding with or next following his completion of 20 years of service.

9.2 Normal Retirement Age and Date. All employees of the school who are members of the plan are considered retired upon reaching the normal retirement age of sixty (60) years old. The retirement takes effect at the end of the end of the academic year following his/her attainment of age 60 (60) with at least 20 years of credited service. This provision is meant to discourage retirement within the school year, and thus avoid disruption of classes.

It is the sole prerogative of the school to rehire the services of a retired teacher but he/she shall be hired on a contractual basis issued on a yearly period of employment. The rehiring is considered valid only upon the confirmation of his/her rehiring by the Board of Trustees. The rehire retired teacher will only benefited of Quick Claim.

9.3 Early Retirement. An employee can have an early retirement with the consent and approval by the Board of Trustees prior to his/her normal retirement age, provided, however, that she/he had completed at least 20 years.

9.4 Late Retirement. An employee who has reached sixty (75) years may be allowed by the school to continue his/her services upon approval by the Board of Trustees.

9.5 Retirement Benefits. The retirement benefit shall be a sum equivalent to seventy five percent (75%) of his/her one (1) latest month salary for every year of service multiply the number of year rendered.

Section 10. Uniform Allowance

Faculty members serving five (5) years and above are granted with uniform allowance and for those who are newly hired faculty whose uniforms are subject for salary deduction as part of their fringe benefits. All faculty members are expected to be in their proper official uniform with the ID worn at all times when reporting to the school daily. Failure to wear the appropriate and prescribed uniform shall subject for disciplinary action.

Teachers are likewise enjoined to observe the proper code when reporting to the school on non-class days to attend faculty and other meetings, participate in school official functions and activities and any other school purpose or school activities. Teacher should always remember that they serve as role models to students.

Section 11. Summer Allowance for Employees

All teaching employees who doesn't have subject load for summer will be given an allowance of P200 per day and to those who have an existing contract of three (3) years.

College instructors who are master's degree but unlicensed shall also be given the same.

Section 12. Continuing Education/ Professional Development for Teachers

Teaching personnel who rendered service for two (2) years and beyond; who met a very satisfactory performance; recommended by the department dean/principal/head of office and approved by the deputy president are eligible to apply for continuing education for professional development financially supported by the school.

Section 14. Employee Benefits on Tuition fee for dependent members

No. of years	Tuition(only) discount -%
2 – 9 years	30%

10 – 19 years	100% Can avail sponsoring working scholar benefits
20 years and above	Zero payment (includes tuition, miscellaneous) except admission fee

Dependents and spouses of full-time employees serving for 2 to 9 years at North Central Mindanao College are eligible for a 30% tuition remission each academic term. Dependents and spouses of full-time employees serving consecutively for 10 years or more are eligible for full tuition fee only and can avail working benefits. And employees who serves twenty (20) and above will have a zero payment except the admission fee. Full-time employee can avail only one scholarship or benefit for tuition. It shall be understood that the miscellaneous and other school charges shall be shouldered personally by the parents/guardian of the students. All application shall be filed upon enrolment. Application forms and additional information are available at Human Resource Office.

Section 14. Rice Benefits

Full-time employees are entitle to receive 10 kilos of rice monthly to support the daily basic necessities of all employees.

Section 15. Group Accident Insurance

All full time employees are covered by Group Accident Insurance Plan at such insurance indemnity as set forth in the contract.

Section 16. Mercury Grocery Credit

All full time employees can avail credits on groceries or medicines amounted to two thousand pesos (P 2,000.00) only. Purchase Order form can be avail in the accounting office.

Section 17. Birthday Gift

Full time employee who celebrates his/her natal day is entitled to receive a birthday gift of P500.00.

Section 18. Employee Boarding House

The school provides limited rented town houses for accommodation of employees. Priority is given from far home employees.

Section 19. Employee – Scholar –Sponsoring Benefit

All regular employees (full-time) serving consecutively for 10 years or more are eligible to sponsor one student scholar with full tuition remission excluding miscellaneous and other school fees provided, the working scholar is physically working within employee's premises. Application forms are available at the Human Resource Office.

ARTICLE VIII

FACULTY EVALUATION

Section 1. Policy Statement

It is the policy of the school to monitor regularly the employees' performance as a means of promoting job satisfaction, morale and strengthening employee's weaknesses. Semestral evaluation of all personnel shall be conducted which shall be the basis for promotions, transfers, training and development of concerned employees, renewal of contracts, or regularization and even, termination. The Human Resource Office, in coordination with the VP Academic Affairs, Principals and Department Deans shall provide the necessary evaluation guidelines and parameters which shall be used in the applicable performance evaluation.

Section 2. General Objectives

- a. To give due recognition and reward to teachers for a very satisfactory performance;*
- b. To provide and motivate all teachers to an outstanding performance;*
- c. To provide opportunities of teachers to upgrade their knowledge and skills through attendance to relevant trainings and seminars;*
- d. To promote career advancement and professional development of the teachers;*
- e. To bolster the morale of teachers; and*
- f. To provide opportunities for salary adjustment and modification based on the guidelines set on Ranking and Promotion.*

Section 3. Pursuit of Higher Education

The Deputy President shall issue the corresponding memoranda, circulars or directives in connection with grants for further faculty studies and study grants.

Section 4. Attendance to Trainings and Seminars

The dean, principal or head of office will determine the need of the department and its faculty in connection with trainings, seminars and workshop for their academic pursuits. He/She will recommend but it shall be approved by the Deputy President.

Section 5. Spiritual Development Program

The school affirms its commitment towards the holistic development of all its faculty members, not only emphasizing on their educational qualifications and advancement but also their spiritual and moral well-being. The school holy hours 3:00 -4:00pm every Friday for all employees shall be strictly observed except to those teachers with class schedules during this holy hour period.

Section 6. Physical/Mental Health Program

The school promotes overall well-being of employees through supporting work life balance, strengthening mental resilience, preventing health issues, fostering a positive workplace culture, such as physical exercises, dance or zumba.

ARTICLE IX **NON ACADEMIC PERSONNEL**

Section 1. Non –Academic

All other employees not falling within any of the Academic Personnel.

a. ACCOUNTANT

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: VP FINANCE

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

Finance Personnel

School Director

Functions and Responsibilities:

1. *Prepares college/school financial statements*
2. *Prepares updated reports for BIR in relation to purchase of goods, and withholding tax.*
3. *Updates the Real State tax payment in coordination with the liaison officer*
4. *Prepares Security and Exchange Commission registration renewal.*
5. *Monitors students accounts*
6. *Prepares the billing statement for student scholar*
7. *Students discounts and other privileges checker*
8. *Monitors account payables*
9. *Monitor and supervise all other finance personnel.*

b. CASHIER 1

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: ACCOUNTANT

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

VP-Finance

School Accountant

Finance Personnel

Records Personnel

Functions and Responsibilities:

1. *Official and provisional receipts issuing officer/in-charge.*
2. *Post officials and provisional receipts in the manual ledger.*

c. CASHIER 2

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: ACCOUNTANT

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Finance
School Accountant
Finance Personnel
Records Personnel*

Functions and Responsibilities:

- 1. Departmental receipt issuing officer/in-charge.*
- 2. Department bank books keeper.*
- 3. Departmental funds releasing in-charge.*
- 4. Giving of updated financial reports to every department.*

d. PAYROLL MASTER

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: ACCOUNTANT

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Finance
School Accountant
Finance Personnel
Human Resource Office*

Functions and Responsibilities:

- 1. Computes salaries, honorarium, attendance, cash advances, deduction of benefits, and overtime of employees.*
- 2. Pay slip in-charge.*

e. DISBURSING OFFICER

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: VP FINANCE

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Finance
School Accountant
Finance Personnel
Human Resource Office*

Functions and Responsibilities:

- 1. Approved budget and re-imburement releasing officer/in- in-charge*

2. Filing of liquidation forms / reports.
3. Updates the Accountant for bills, and other payables.

f. INTERNAL AUDITOR

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: ACCOUNTANT

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Finance
Finance Personnel
Records Personnel*

Functions and Responsibilities:

1. Encodes/ post official and provisional receipts.
2. Process discounts and credit memos for approval.

g. LIAISON OFFICER

POSITION TYPE: FULL-TIME

IMMEDIATE SUPERIOR/SUPERVISOR: ACCOUNTANT

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Finance
Finance Personnel
Records Personnel*

Functions and Responsibilities:

1. Monitor and release office supplies in coordination with the property custodian.
2. Do bank transactions as ordered by the VP Finance.
3. Library card issuing in-charge.
4. Permit in-charge

h. COMPUTER DATA PROCESSOR

IMMEDIATE SUPERIOR/SUPERVISOR: Registrar

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Admin
VP-Finance
VP-Academic
Records Personnel
Finance Personnel*

Functions and Responsibilities:

1. To load grades into the computer.
2. To coordinate with the Chief for campus operation / property custodian to service needs of the office regarding computer matters.

3. *To prepare enrolment lists, grade sheet and form 19 for submission to the DEPED / TESDA / CHED.*
4. *To receive grade sheets of instructors from the Dean's office before clearances are signed by the registrar.*
5. *To report in writing to the Vice-President for Academic Affairs thru the Registrar, instructors who have not submitted their grade sheets after the deadline.*
6. *To secure copies of grade sheet at the Dean's office which are not on file at the office.*
7. *To receive certifications of grades, for changes of grade and correction forms duly approved by the registrar and noted by the respective Dean.*
8. *To record these submitted grades into the form 19 and feed into the computer before submission to DEPED / TESDA / CHED.*
9. *To supervise the updating task force until all records of students are updated.*
10. *To supervise the control of materials and printing of diplomas.*

i. RECORD CLERK RECEPTION

IMMEDIATE SUPERIOR/SUPERVISOR: Registrar

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*VP-Admin
VP-Finance
VP-Academic
Records Personnel
Finance Personnel*

Functions and Responsibilities:

1. *To assist the registrar in reconstructing records missing in file.*
2. *To request for the photocopying of transcript duly signed by the registrar.*
3. *To accept request of students in the counter.*
4. *To endorse to the filing section supervisor request form and accept the dossier of the students requesting documents.*
5. *To release all requested documents such as official transcript of records, special order, diploma, certification and others, properly controlled in a book.*
6. *To attend to students problem concerning their remaining balances upon requesting the release of TOR.*
7. *To monitor and follow-up processing of records.*
8. *To check processed records and request before they are forwarded to the registrar.*
9. *To seal and check transcript of records, certification, diplomas, special order and other documents before they are released.*
10. *To see to it that request are properly released taking particular attention to due date.*
11. *To take charge of the safekeeping of unreleased / unclaimed special orders and diplomas as well as other documents.*
12. *To deal with complaints of students regarding their records. If the matter can no longer be handled the attention of the registrar must be called.*

13. To check transcript of records, certifications, special order, certificate of transfer credentials, etc. for the student accounts before the registrar sign the request documents.

j. RECORDS CLERK AS EVALUATORS OF S.O

IMMEDIATE SUPERIOR/SUPERVISOR: Registrar

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

VP-Admin

VP-Finance

VP-Academic

Records Personnel

Finance Personnel

Functions and Responsibilities:

1. To evaluate updated records of 3rd year for four year courses.
2. To prepare endorsements to the DEPED / TESDA / CHED for the following request:
 - Correction of names in the record following what is in the Birth Certificate.
 - Inclusion of names and subjects of students omitted in the enrolment list.
 - Type endorsement to DEPED / TESDA / CHED enrolment of two-prerequisite subjects and reconsideration letter of disapproved special order and other requests.
3. To type certification for board examinations and other government exams.
4. To prepare final evaluation of students who are candidates for graduation.
5. To type final evaluation of students who are disapproved as candidates for graduation.
6. To type the form 9 of students who have completed the academic requirements of their respective courses for submission to the DEPED / TESDA / CHED for special order issuance, two months before the commencement exercises.
7. To type list of graduates for PRC (Professional Regulation Commission).
8. To assist in the evaluation of records of transferees.
9. To prepare and forward to the registrar the letters of deficiencies of students.
10. To assist in the registration period.
11. To type requested documents of students, examples: Official Transcript of Records, Certifications and others.
12. To check documents for misspelling, incomplete description and other errors.
13. To prepare transcript of records for other schools.

k. FILING SECTION OFFICER

IMMEDIATE SUPERIOR/SUPERVISOR: Registrar

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

VP-Admin

VP-Finance

VP-Academic

Records Personnel

Finance Personnel

Functions and Responsibilities:

1. To prepare an updated inventory of all of records in the files with all information properly indicated on the envelope.
2. To see to it that all records withdrawn from the filing section are properly recorded.
3. To delegate particular job functions to respective filing clerks.
4. To supervise and oversee the flow of work inside the filing section.
5. To see to it that all records in the filing section are safeguarded and kept in good shape.
6. To see to it that all receipt numbers of the student's payments are recorded in the ledger.
7. To coordinate with the reception clerks in checking the requested documents of the students.
8. To deal with complaints of students regarding their records. If the matter can no longer be handled, the attention of the registrar must be called.
9. To control the records release and file in the filing section area.
10. To assist the registrar and the whole records clerk in making the office run smoothly.

l. SCHOLAR COORDINATOR

IMMEDIATE SUPERIOR/SUPERVISOR: Registrar

OTHER KEY TEAMS/POSITION (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):

*Finance Personnel
Records Personnel
Student Affairs Office
Academic Affairs Office*

Functions and Responsibilities:

1. Monitor all scholars' grades.
2. Do follow-ups on the scholar's sponsors regarding their payables.
3. Sends letter of communication to the scholar's sponsors regarding the status of their scholars and their grades.
4. Type requested documents of students, examples: Transcript of Records, Certifications and others.
5. To check documents for misspelling, incomplete description and other errors.
6. To prepare transcript of records for other schools.
7. Assist in the registration period.

m. PROPERTY CUSTODIAN

IMMEDIATE SUPERIOR/SUPERVISOR: Vice President for Administration

OTHER KEY TEAMS/POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):
All Academic and non - academic Personnel

Functions and Responsibilities:

1. Responsible for all different departments' request for renovation or replacement of damaged school facilities / materials.
2. Responsible for reminding / informing the admin. office damage facilities and rooms / office that needs repair.
3. Does monthly reports regarding all accomplished or non-accomplished tasks to the VP- Administration
4. Does campus beautification and maintain cleanliness in coordination with the utility personnel and does assigned tasks by the VP-Administration
5. He is appointed by the Administrative Heads to hold responsible of all the school facilities.
6. Must keep a record of every school facilities.
7. He is the one who will do the monitoring on all the facility in-charge in every department.
8. Must check every facility from any damages and breakage.
9. Must conduct a monthly meeting together with the facility in-charge from every department to present their monthly report.
10. Must present a monthly and daily report to the VP-Administration for proper monitoring and evaluation of equipments/materials.
11. Any school facility cannot be pulled out from the school premises without his approval and proper information to the VP-Administration.
12. Must conduct rules and regulations regarding on borrowing of any school facilities.
13. Must let the borrowing person to sign below the terms and conditions being agreed both the concerns before allowed to borrow.
14. Must specify in the agreement form that whatever breakage / items lost, the borrower is responsible to pay the amount of the damaged item.
15. Must report immediately to the Immediate Superior whatever the damages on any of the school facilities so to inform the administrative head.
16. Must have a full knowledge on the specific usage of each school facilities.
17. Must require each department facility in-charge to have a daily check up on every facility for the daily reporting.
18. Must coordinate with the school security guard/s for the final check-up before an item will be pulled out from the school premises.
19. Must let the security guard/s present on the day an item will be pulled out to sign as a witness that the listed item on the agreement form is correct and properly endorsed to the concern personnel signing below the terms and conditions upon receiving the listed item/s.
20. Must let the borrower and the witnessed security guard sign upon receiving the returned item/s borrowed.
21. Must check the items before pulling-out and before receiving when returned with the immediate superior and the security guard/s for approval.
22. Must properly check the items whether if there are damages done by the borrower before receiving the item/s.
23. Has the full authority in controlling of the borrowing and usage of every facility owned by the school but must not do any money related business with the borrowers.

24. Must inform the immediate superior about any money related business with the borrowers for approval.
25. Must perform duties and responsibilities in coordination with the Immediate Superior and the Administrative head.

n. COMPUTER LAB-INCHARGE/TECHNICIAN

IMMEDIATE SUPERIOR/SUPERVISOR: Vice President for Administration

OTHER KEY TEAMS/POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):
All Academic and non - academic Personnel

Functions and Responsibilities:

1. Coordinates, scheduling of students and teachers for maintaining computer lab operations and activities.
2. Maintains computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in the computer lab.
3. Monitors student activities while in computer lab for the purpose of maintaining a safe environment that is conducive to learning. Performs routine and preventive maintenance of computer lab and classroom equipment (e.g. dusting, cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
4. Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information.
5. Troubleshoots malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer lab operations.

o. LABORATORY IN-CHARGE

IMMEDIATE SUPERIOR/SUPERVISOR: Vice President for Administration

OTHER KEY TEAMS/POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):
All Academic and non - academic Personnel

Functions and Responsibilities:

1. Overseeing daily lab preparations, including set up and take down of instruments and providing prep information for students.
2. Assign glassware lockers to lab classes and provide materials needed in the lab class.
3. Coordinating to the different teachers for materials, chemicals or laboratory supplies needed for the experiment and lab works.
4. Keep equipment in a clean and serviceable condition and ensure the safe and proper disposal of waste.

5. Carrying out health & safety checks on laboratories, prep rooms and other materials and equipment's.
6. Formulating safety and procedural guidelines and policies on the usage of laboratories.
7. Assembly/modification of equipment and placing orders; checking deliveries and invoices.
8. Providing technical support to students/pupils including health & safety guidance.
9. Receiving and labeling of samples and other equipment's, materials, chemicals inside the laboratory.
10. Maintaining equipment's records and daily works for proper record keepings.
11. Organizing and storing of samples in accordance with all safety and other requirements to ensure the safety of personnel and integrity of the sample.

p. SUPPLY IN-CHARGE OFFICER

IMMEDIATE SUPERIOR/SUPERVISOR: Vice President for Administration
OTHER KEY TEAMS/POSITIONS (other teams or individual with whom the appointee will need to work closely in order to be successful in this position):
 All Academic and non - academic Personnel

Functions and Responsibilities:

1. Monitor and release office supplies in coordination with the property custodian.
2. Managing plans for stock levels.
3. Meeting suppliers and negotiating contract and mode of payments.
4. Receiving and checking of supplies to ensure supply meets demand.

q. MANAGEMENT INFORMATION SYSTEM OFFICER (MISO) /ONLINE MARKETING OFFICER

IMMEDIATE SUPERIOR: Vice President for Finance

OTHER KEY TEAMS/POSITIONS:

Marketing Officer
 Student Affairs Officer
 Head of Offices

Functions and Responsibilities:

1. Oversee the College information systems.
2. Ensure smooth operation and maintenance of systems.
3. Handle student, faculty and administrative data.
4. Create reports and analyze data for decision making.
5. Manage the school social media accounts and monitor media trends and responds to comments and messages
6. Develop and execute social media marketing programs and campaigns.

7. Collaborate with designers and content creators to produce visually appealing and informative materials.
8. Plan and run online advertising campaigns to increase brand visibility and drive enrollment.
9. Ensure college's website is up-to-date, user friendly, and optimized for search engines.
10. Work closely with other departments to coordinate online and offline marketing efforts.
11. Track and analyze key performance indicators to measure the success of online marketing efforts.
12. Interact with the online community, respond to inquiries, and foster positive relationship with followers.
13. Collaborate with the web development and system maintenance contractor to ensure a seamless online experience.

ARTICLE X
EMPLOYEE CONDUCT AND JOB RULES

North Central Mindanao College philosophy is that you have the right to fair and equitable treatment and that you are responsible for conducting yourself in accordance with College policies and procedures

General: North Central Mindanao College rules concerning employee conduct and job performance are simple common- sense guidelines. They are necessary to ensure that all employees can work in an orderly, efficient, economical manner, free from disturbances which hinder job training, job production and job enjoyment. It is the full responsibility of each employee to know what College and departmental rules and regulations do exist and to observe them at all times.

In the conduct of monitoring and providing fair treatment and good judgment, offenses are categorized into 4 groups based on increasing gravity of the offense. The penalty imposed will depend on the group of the offenses as well as the number "current" penalties a person has for that group. Penalties have a prescription period after which they lapse and will no longer be considered in counting the number of penalties, as only "current" penalties will be considered.

Group	Number of Times Offense is Committed					
	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH

	<i>Appropriate Disciplinary Sanctions</i>					
<i>I</i>	<i>OR</i>	<i>FWR</i>	<i>LFWR</i>	<i>3S</i>	<i>DML</i>	<i>DIS</i>
<i>II</i>	<i>LFWR</i>	<i>3S</i>	<i>DML</i>	<i>DIS</i>		
<i>III</i>	<i>DIS</i>					
<i>OPEN</i>	<i>Warning/ Suspension with College's discretion to determine the number of days/ Dismissal</i>					

OR – Oral Reprimand

FWR – Formal Written Reprimand

LFWR – Last Formal Written Reprimand

3S – 3 day suspension with or without remuneration (see section on prevention suspension)

DML – Decision Making Leave (an employee is made to go on leave for one day with pay in order for him to contemplate on his offense as well as make decision as to whether he should continue/discontinue his services with the College upon his return . Should he refuse to continue, the employee has to submit his decision in writing bearing his signature).

DIS – Dismissal/ Discharge

Group I offenses are high offenses and considered tolerable until such time that repetitive performance of such offense is deemed reflective of the substandard quality of performance of an employee.

Group II offenses are considered serious offenses.

Group III offenses are considered grace offenses and are for deliberate actions where such actions are “obviously” wrong.

Open offenses are offenses where there may be a number of variables to be considered and where listing all the combinations of these variables would not be practical (e.g. cases of sexual harassment where enough evidences has yet to be considered)

Determining the Penalty

Whenever an employee is judged to have committed an offense, the grouping of the offense will be determined and a count will be made of the number of “current” penalties for that particular offense grouping. Reprimands are “current” for six (6) months from date of provision, suspensions are “current” for one year from date of provision, and DML remains “current” for 2 years from date of issue. In other words, reprimands have a prescription period of six (6) months, suspension have a prescription period of one year and DML have a prescription period of two years. The emphasis is on the date of provision of sanction, and not on the start or end of the provided disciplinary action.

The number of “current” penalties in the grouping violated determines the severity of the sanction. For example, if an employee violates a group I/light offense, a count will be made on the number of “current” penalties he/she has under group I offenses. If he/she has four “current” offenses, then the offense committed will be his/her fifth offense and thus the penalty of which is DML. In this scenario, warnings issued six months or more prior to the present offense, do not count and suspensions issued one year ago or more likewise do not count. As mentioned, incidents of one grouping of offenses do not affect another. If an employee commits offenses in Group I, only the number of “current” penalties for Group I will be counted; the number of “current” penalties for Group II and other offense groupings will not be considered.

Section 1. STANDARDS AND PRACTICES

I. Absenteeism

Absenteeism is a failure to log in after thirty (30) minutes from the start of assigned shift or work schedule unless prior notice has been given to immediate superior with regards to possible undertime.

<i>1. Failure to report/notify immediate superior about absence within 24 hours whether or not leave credits are applied to this absence</i>	<i>GROUP I</i>
<i>2. AWOL (Absence Without Leave) or any unauthorized absence or approved leave regardless of the number of days AWOL 3 days</i>	<i>GROUP II</i>
<i>3. Failing to return to work at the end of an authorized leave period unless supervisor has been advised of the reason for delay.</i>	<i>GROUP II</i>
<i>4. Abandonment of Post/Work or unauthorized absence or unapproved leave beyond 3 days</i>	<i>GROUP II</i>
<i>5. Having continued absences from scheduled work for which the reasons for absence are not considered valid</i>	<i>GROUP I</i>

II. Tardiness and Undertime

Tardiness (late) is defined as logging in after five (5) minutes after the start of assigned shift or work schedule.

Undertime is defined as leaving work more than five (5) minutes before the end of work shift or schedule or logging in thirty (30) minutes after the start of assigned shift

or work schedule upon prior notice to immediate superior (otherwise considered absent if no notice has been made).

<i>1. Five (5) to nine (9) late in one month period</i>	<i>GROUP I</i>
<i>2. Ten (10) or more late in one month period</i>	<i>GROUP II</i>
<i>3. With approval or notice to immediate superior, three (3) undertimes in a two-week period or five (5) undertimes in one-month period</i>	<i>GROUP I</i>
<i>4. Leaving College premises prior to the end of any normal work period without prior notice or approval three (3) times in two-week period or five (5) times in one-month period</i>	<i>GROUP II</i>

III. INSUBORDINATION

<i>1. Refusal by an employee to accept a task, shift or work assignment after having been given full instruction, orientation or training for the job without valid or justifiable reason</i>	<i>OPEN</i>
<i>2. Verbal abuse or use of abusive language or threatening language to immediate any superior or administrative personnel</i>	<i>GROUP II</i>
<i>3. Physical assault on administrative personnel on or off College premises</i>	<i>GROUP III</i>
<i>4. Deliberate delaying of execution of work/orders that ensure that require immediate action</i>	<i>GROUP III</i>

IV. PERFORMANCE OF DUTIES

<i>1. Failure to report for overtime work at the prescribed period after having agreed at work.</i>	<i>GROUP I</i>

2. <i>Being away from work assignment or College premises without notification from the immediate superior</i>	<i>GROUP I</i>
3. <i>Sleeping, loitering or engaging in unauthorized visits during working hours</i>	<i>GROUP II</i>
4. <i>Gross or habitual neglect by the employee of his/her duties</i>	<i>OPEN</i>
5. <i>Staying inside the school premises beyond office hours and using school facilities without official endorsement from immediate superiors</i>	<i>GROUP II</i>
6. <i>An act of being convicted by a court of law for any crime resulting to imprisonment such as felony, etc</i>	<i>OPEN</i>
7. <i>Commission of negligent or careless acts during work time or on College property, which result in personal injury to a co-employee.</i>	<i>OPEN</i>
8. <i>Failure of an employee to perform satisfactorily on periodic evaluation from immediate superior.</i>	<i>GROUP II</i>
9. <i>Failure to meet the College standard requirements or failure to comply established procedures or work instructions on the employees assigned task and assignment</i>	<i>GROUP I</i>
10. <i>Using College's 'time maternal, equipment or other property to unauthorized or personal work. Using operating or possessing equipment to which employee has not been assigned or to which he/she has not been authorized.</i>	<i>GROUP II</i>
11. <i>Changing or otherwise falsifying or forging any College records, permits, certifications, pass slips, time sheets, or the approving signature</i>	<i>GROUP III</i>
12. <i>An attempt to alter, evade, adjust, suborn or cheat credit privileges such as College canteen, and other crediting body within the College property.</i>	<i>GROUP III</i>
13. <i>Selling of test papers, dissemination of test leakages and other forms of bribery (e.g. accepting monetary</i>	

<i>or material objects in exchange for grades) or any assistance extended to committing such acts</i>	<i>GROUP III</i>
<i>14. Monetary solicitation, collection of fines or any kind / material objects, and sales of tickets or merchandise without prior approval granted by the appropriate authority</i>	<i>GROUP III</i>
<i>15. Deliberately restricting production output and/or College operations or concealing defective work</i>	<i>GROUP III</i>
<i>16. An act of refusing to acknowledge school memorandum</i>	<i>GROUP I</i>
<i>17. Distracting or annoying other employees while they are performing assigned duties</i>	<i>GROUP I</i>
<i>18. Accepting or soliciting for monetary consideration as payment for any research or acting as statistician or analyst contrary to morals and ethical standards of the school for the special benefit of any student or group of students</i>	<i>GROUP III</i>
<i>19. All employee are required to follow appropriate dress code inside school premises. The following items of clothing are considered inappropriate/unacceptable for school attire: strapless, halter tops, or be tops, bare midriffs (no skin showing), undergarments showing, not wearing a shirt, lack of undergarments or overly revealing clothing. All employees are expected to demonstrate good judgment and professional taste</i>	<i>GROUP III</i>
<i>ILLEGAL DRUGS, SMOKING AND ALCOHOL</i>	
<i>1. Reporting to work under the influence of intoxicants, narcotics, or drugs particularly when there may be an adverse effect or danger to other employees</i>	<i>GROUP III</i>
<i>2. Buying, selling, possession or consumption of illegal drugs within College property</i>	<i>GROUP III</i>

3. <i>Buying, selling, or consumption of intoxicating beverages within the College property</i>	<i>OPEN</i>
4. <i>Smoking in nonsmoking areas or disregarding any College security or fire regulations</i>	<i>GROUP II</i>
<i>SECURITY</i>	
1. <i>Unauthorized possession or concealment of firearms, explosives or deadly weapons within College property, refusal to be subjected to inspection (e.g. frisking, bag inspections) in cases of suspicion of possession of such items</i>	<i>GROUP III</i>
2. <i>Interfering / refusing to cooperate with College security personnel or inspector in the performance of their duties</i>	<i>GROUP II</i>
3. <i>Revealing any College information considered confidential. Unauthorized disclosure of classified information or permitting / assisting any person to enter and have access to confidential documents, records, files, restricted areas and the like</i>	<i>GROUP III</i>
4. <i>Engaging in espionage or sabotage of College property or production processes</i>	<i>GROUP III</i>
5. <i>Unauthorized removal, defacement or tampering with stickers affixed to any and all College property</i>	<i>GROUP II</i>
6. <i>Non-wearing / improper wearing of College ID or badge within College property</i>	<i>GROUP I</i>
<i>NETWORK SECURITY</i>	
1. <i>Abuse of network or using the network for personal and other non-work related purposes</i>	<i>OPEN</i>
2. <i>Unauthorized access to networks</i>	<i>OPEN</i>
3. <i>Access to networks resulting to exposure of pornographic materials</i>	<i>GROUP III</i>

<p>4. <i>Unauthorized access to networks resulting in any one or a combination of the following:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>breach of confidentiality duplication and / or possession of corporate confidential files or data</i> <input type="checkbox"/> <i>alteration of files including but not limited to the padding or reducing of files</i> <input type="checkbox"/> <i>creating unauthorized user names on the network</i> <input type="checkbox"/> <i>tampering with network configuration</i> 	<p><i>GROUP III</i></p>
<p>5. <i>Unauthorized attachment of computers, storage media / drives or any other computer peripheral to workstations or any network segment / cable whether remote or on-site</i></p>	<p><i>GROUP II</i></p>
<p>6. <i>Consenting to, tolerating or allowing another employee to use or access files to which accessing employee has not been authorized</i></p>	<p><i>GROUP III</i></p>
<p>7. <i>Negligence or carelessness act of leaving the computer unattended thereby risking possible security violation</i></p>	<p><i>OPEN</i></p>
<p><i>MISCONDUCT</i></p>	
<p>1. <i>Usage of College telephone for personal purposes except in emergency cases</i></p>	<p><i>OPEN</i></p>
<p>2. <i>Deliberately logging – in or logging out for another employee; requesting an employee to log-in or log-out for another employee; requesting an employee to alter time records; altering your own or another employee’s time record; or undertaking any action that would result in time fraud</i></p>	<p><i>GROUP III</i></p>
<p>3. <i>Engaging in gambling, lottery or any game of chance, betting and collecting bets for any type of game of chance on College property</i></p>	<p><i>GROUP II</i></p>
<p>4. <i>Any form of fighting on College property or creating disturbances which adversely affect morale, production, studies, or discipline</i></p>	<p><i>GROUP III</i></p>

5. <i>Quarreling, using disrespectful, abusive, indecent or offensive language against another employee within College property</i>	<i>OPEN</i>
6. <i>Influencing or encouraging another person to commit any acts in violation to policies and procedures</i>	<i>GROUP II</i>
7. <i>Deliberately inflicting or attempting to inflict bodily injury or harm upon another within College premises. Threatening, intimidating or intentionally imposing on the rights and privileges of another employees</i>	<i>GROUP III</i>
8. <i>Insinuation or influencing other employees to commit acts of insubordination and / or insurgency against authorities or College administration</i>	<i>OPEN</i>
9. <i>Making indecent proposals or sexually harassing co-employees, students and other staff</i>	<i>OPEN</i>
10. <i>Committing any act of racial, ethnic, religious, sexual or social discrimination against co-employees, students and other staff</i>	<i>OPEN</i>
11. <i>Stealing or misappropriating College property or property belonging to other employees</i>	<i>GROUP III</i>
12. <i>Indulging in grossly offensive, obscene, or immoral conduct within College property</i>	<i>GROUP III</i>
13. <i>Intentionally defacing or damaging College property or the property of other employees</i>	<i>GROUP III</i>
14. <i>Indulging in horseplay or malicious mischief in any form (e.g. shouting, loud laughter) causing distraction and/or disrespect to others</i>	<i>GROUP II</i>
15. <i>Not following established schedules of breaktime, exceeding, altering or overstaying of breaktime</i>	<i>GROUP II</i>

8. <i>Obtaining materials, equipment, supplies, services or other resources from fraudulent means</i>	<i>GROUP III</i>
9. <i>Overstating or reporting non-existent expenses to obtain money from the College</i>	<i>GROUP III</i>
10. <i>Favoring or conniving with suppliers, creditors, students, fellow employees or others in consideration of kickbacks or personal rebates involving College transactions</i>	<i>GROUP III</i>
11. <i>Spreading gossip, intrigues, making false, defamatory, malicious statements (true or untrue) against another employee so as to cast dishonor, discredit and disdain on the latter</i>	<i>GROUP II</i>
12. <i>Failure to report the usage of any College property or equipment by an employee for personal reasons resulting to material defect / damage / loss</i>	<i>GROUP II</i>
13. <i>Failure to report the destruction of or a known defect in College property or equipment</i>	<i>GROUP II</i>
14. <i>Entrance without authorization or permission into areas designated as restricted; opening of closets/cabinets/drawers to which the person has not been assigned to</i>	<i>OPEN</i>
15. <i>Any form of vandalism or defacement to College properties to another person's property</i>	<i>GROUP II</i>
16. <i>Holding unauthorized or unofficial meetings within College property</i>	<i>OPEN</i>
17. <i>Unauthorized removal, tampering or destruction of any company equipment or property from designated areas</i>	<i>GROUP II</i>
18. <i>Misrepresentation of Academic Credentials</i>	<i>GROUP III</i>

19. <i>Concealing /failure to report facts related to the commission of any of the aforementioned violations</i>	OPEN
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CONTINGENCIES

Any other violations which are not listed here but which directly affect the interest of the College and its employees will be dealt with by the central administration on a case-to-case basis. Due process will be conducted in accordance with Philippine Labor Law and College policy.

Classification of Rules and Regulations – Rules and regulations are classified by the degree of severity so that corrective action can be consistently administered. The classification of severity and the rules are intended as general guidelines so good judgment and fair treatment. Rules are not restricted to those listed, for some are covered by specific departmental regulations which will be discussed with the employee by their principals or department deans. Employees shall know and understand what these other regulations contain as well as the general conduct and job performance rules.

Group I – *Employees who are guilty of these actions listed except where circumstances are extremely aggravated, will be (in order and as repeated violations occur).*

- a. *Given an oral reprimand.*
- b. *Given a written formal reprimand.*
- c. *Given a last formal reprimand showing the employee was advised that future offenses could be subject to demotion, suspension or dismissal.*

These sanctions are:

- a. *Failing to immediately report to the principal's, department deans and heads all injuries or illnesses occurring at work.*
- b. *Continually disregarding normal safe work practices*
- c. *Contributing to poor housekeeping or unsanitary conditions*
- d. *Practicing poor personal hygiene*
- e. *Distracting or annoying other employees while they are performing assigned duties.*
- f. *Damaging College property and equipment through improper use or lack of care*
- g. *Abusing sick leave privileges*
- h. *Failing to notify the principals, department deans and office heads each day of any absence from scheduled work*
- i. *Failing to comply with a department' dress policy.*
- j. *Having a continued absences or tardiness from scheduled work for which the reasons for absence or tardiness are not considered valid.*

Group II – *Employees found guilty of these sanctions except where the circumstances are extremely aggravated, will be given a last Formal Written Reprimand which will show that any repetition of the violation or further violation of College rules, generally within six months, could result in suspension/ discharge. Such's written reprimands will be posted to the employee's individual record.*

- a. *Sleeping while on duty during working hours*
- b. *Continually or intentionally disregarding any appropriate departmental or College rules.*
- c. *Reporting to work under the influence of intoxicants, narcotics, or drugs particularly when there may be an adverse effect or danger to other employees.*
- d. *Refusing to obey reasonable and necessary orders or job assignments with use of abusive or threatening language*
- e. *Indulging in horseplay or malicious mischief in any form.*
- f. *Smoking in nonsmoking areas or disregarding any College security or fire regulations*
- g. *Leaving College premises prior to the end of any normal work period without prior notice or approval*
- h. *Failing to return to work at the end of an authorized leave period unless head of office, department deans or principals has been advised of the reason of the delay.*

Group III – *Employees found in violation of these rules and regulations will be subject to immediate discharge.*

- a. *Intimidating or intentionally imposing on the rights and privileges of other employees*
- b. *On College property, drinking intoxicants or using drugs particularly when there may be an adverse effect or danger to other employees*
- c. *Changing or otherwise falsifying or forging any College records, permits, time cards or time sheets, licenses, certifications, passes, badges, or the approving signatures thereon.*
- d. *Indulging in grossly offensive, obscene, or immoral conduct*
- e. *Deliberately restricting production output and/or College operations or concealing defective work.*
- f. *Stealing or misappropriating College property or the property belonging to other employees*
- g. *Intentionally defacing or damaging College property or the of other employees*
- h. *Fighting on College property or creating disturbances which adversely affect morale, production, studies, or discipline*
- i. *Any other actions not listed in a-h above but considered by the College as constituting major misconduct, insubordination, gross negligence, or gross disregard of obligation to the College.*

Note: Under certain circumstances, being convicted of a criminal offense outside of the College could lead to discharge. Specific action will be determined by the nature of the offense and the employee's job performance.

Group IV (OPEN) – *All other misconduct not specifically stated herein but subject to warning/suspension with the College's discretion to determine the number of days/dismissal.*

Note: Employees serving in their probationary periods of initial employment or re-employment are considered to be on a trial basis, and they could be formally disciplined and/or discharged for any conduct or job performance rule violation during this probationary period. They also do not have a right of appeal except for grievances pertaining to pay matters or those based on claims of discrimination or harassment because of race, color, religion, sex, age, disability, national origin, or veterans status.

Determination of weigh of offenses as well implementing guidelines for disciplinary action flow is presented in details in the this manual.

Progressive Disciplinary Procedures

North Central Mindanao College encourages open and informal discussion of complaints and problems between department heads and employees. Department deans, principals or head of offices should afford employees the opportunity to discuss their complaints and problem. When a conflict between department deans or principals and employees cannot be resolved through normal channels, one or both parties may seek resolution and advice from Human Resource.

ARTICLE XI **GRIEVANCE MACHINERY**

As a general policy, all faculty members and staff have the right to present their complaints or grievances to the management and have them adjudicated as expeditiously as possible. The purpose of the grievance procedure is to settle any complaint through dialogue in the spirit of Christian charity and justice.

Section 1. Definitions

A grievance is any question, issue or complaint arising out of the interpretation and/or enforcement of the human resource policies, rules and regulations of the school and the contents of the this Administrative or Faculty Manual.

Section 2. General Policy

The Human Resource Office shall issue the necessary guidelines which shall be observed in resolution and/or settlement of grievances. It shall lay down the applicable grievance procedures for the information of all employees.

Section 3. Employee Discipline

It is rather imperative to put in place certain rules on conduct and discipline in the workplace not to restrict the rights of any member of the faculty or those of the other employee but to help all the members of the academic community of North Central Mindanao work together harmoniously according to the standard the school has established for efficient, effective and courteous service.

Section 4. General Guidelines

- a. All regular employees such as faculty members shall be entitled to security of tenure and shall be dismissed only for valid, just or authorized causes as provided in this manual and the labor code.*
- b. All probationary teachers shall not be dismissed except for cause during their probationary period.*
- c. All employees shall be entitled to the continuous guarantee of due process.*

- d. *Any employee/ faculty member facing charges for alleged commission of any of the ground mentioned in this Manual and the Labor Code which are classified as Seriously Grave offenses, may be placed under preventive suspension if his/her continued employment possess a serious and imminent threat to the life of any official, faculty or staff or to the property of the school which should not be longer than thirty (30) days. Thereafter, the employee is automatically reinstated.*

Section 5. Code of Discipline for All NCMC Employees

North Central Mindanao College believes that the highest form of discipline is Self-Discipline. Discipline is not merely a restraint on one's behavior but a total conditioning of oneself for the highest achievable level of performance. The school aims to create an environment wherein excellent performance and exemplary behavior are the preoccupation of all its employees. Each employee is expected therefore, to actively internalize and practice the School Values.

Consistent therefore, with these values. NCMC believes in discipline as an exercise in reform rather than punishment. Employees who violate policies, rules and regulations will be given the opportunity to be heard and afforded due process. Corrective actions are designed to provide the employee maximum opportunity to reform and desist from further violation. However, the School acknowledges that rules may have to be enforced by authority. Thus, the School stipulates that employees violating principles, rules and regulations are given disciplinary actions in a progressively increasing severity.

Depending on the history, circumstances and gravity superiors or the school itself, for that matter, take corrective action in the form of verbal discussion, written warning, suspension and finally, dismissal. This, nonetheless, excludes grave offenses for which an employee may be dismissed immediately following the appropriate investigation. Furthermore, subject to its discretion, the School reserves its right to institute the necessary administrative, civil, and/or criminal actions against the erring employee as it may deem proper.

CODE OF ETHICS FOR NCMC EMPLOYEES

ALL NCMC employee should:

- a. *Uphold the vision, mission and goals of the school at all times.*
- b. *Exercise institutional loyalty and protect the school interest by performing his/her duties and responsibilities with fairness, honesty and in compliance with existing laws.*
- c. *Protect with zeal and caution confidential knowledge or data on school products or services, business strategies, processes, system or other important information during or even after employment with the school.*
- d. *Uphold the school interest at all times and refrain from granting undue personal favors to any students, parents, or third parties dealing with it.*
- e. *Engage only in such private activities or businesses that are consistent with his/her responsibilities as an employee and are not detrimental or in conflict with the school's interest and/or contrary to the Manual of Regulation for private Schools.*
- f. *Exercise utmost discretion in accepting personal favors or gifts from individuals, parents, third parties or any entities seeking or doing business with the school.*

- g. *Utilize school property, funds, equipment and time diligently and solely for the purpose required by the school.*
- h. *Secure clearance from his superiors prior to engaging in outside work or assuming simultaneous positions in other entities.*
- i. *Accept the responsibility to ensure that this Code of Ethics is being enforced at all times.*
- j. *For teaching personnel, uphold the Code of Ethics of Professional Teachers with dignity and pride at all times.*

Section 6. Procedure of Disciplinary Action

Any violation of any provision of this Code shall be sufficient ground for the imposition against the erring teacher of disciplinary action consisting of revocation of his Certificate of Registration and License as a professional Teacher, suspension from the practice of the teaching profession, reprimand or cancellation of his temporary/special permit under causes specified in Section 23, Article VII of the Rules and Regulations Implementing RA No. 7836.

A. Investigating An Offense

- 1. *The superior or the superior office of an erring employee, in coordination with the Human Resource Department, shall conduct administrative investigation which must be started as soon as possible but not later than five (5) days from the occurrence of the offense or from the discovery or knowledge thereof.*
- 2. *The supervisor or the superior officer shall give reasonable notice of employee in writing of the date, time and place of the investigation, if such be necessary. All proceedings of the investigation shall be recorded in writing.*

However, when the charge is absence without permission or tardiness, or in any offense which would not necessitate an investigation to obtain an impartial and concrete evaluation of the commission of the offense. It is sufficient that the employee is given an opportunity to explain his side in writing.

- 3. *The HRO shall assign a personal officer to assist the superior or supervising officer in the course of the investigation.*
- 4. *No supervisor or superior officer may act as an investigator if he is a witness to the offense. If he is involved in the case, or if he is personally related to any of the course of the investigation, or take any other appropriate personnel action, pursuant to and in accordance with existing and jurisprudence on that matter.*

B. Determining Disciplinary Action

To determine appropriate disciplinary action, the superior/supervising officer does the following in consultation with the personnel officer and/or the Human Resource Office:

- 1. *Evaluate facts of the case and gathers information to establish aggravating and mitigating circumstances as hereinafter indicated.*
- 2. *Recommends the discipline action according to the aggravating and mitigating circumstances and the table of violations and disciplinary actions. The disciplinary actions in the table are the maximum prescribed.*

3. *If the recommended disciplinary action is dismissal, refer the case to the legal consultant for evaluation before implementation. If suspension or written warning recommend disciplinary action for approval by the next level of superior officer as duly authorized by the School President.*
4. *However, based on the severity of the offense committed, said circumstances may only serve as guideposts in determining the disciplinary action to be imposed upon a charged employee, but need not necessarily affect the recommendation or the decision of the concerned school authorities.*

C. Aggravating and Mitigating Circumstances

C.1 Aggravating Circumstances are those that tend to increase the seriousness/gravity of the offense and merit increasing disciplinary actions with severity, example:

c.1.1 employee has previous record of similar offenses within the past three (3) years;

c.1.2 employee has been guilty of multiple or habitual misconduct or habitualness;

c.1.3 employee has caused the school great amount of damage or loss;

c.1.4. employee has benefited from the offense;

c.1.5 employee was motivated by a reward or a promise of a reward in the commission of the offense

c.1.6 employee occupies a position of trust and confidence such as those entrusted with safeguarding school funds and properties;

c.1.7 employee has a poor performance records;

c.1.8 employee is under the influence of drugs or alcohol when he committed the offense

c.1.9 employee has taken advantage of emergency situations

c.1.10 employee has pre-meditated the commission of the offense;

c.1.11 employee has imposed his position upon a subordinate to commit an offense;

C. 2 Mitigating Circumstances are those that tend to lessen the seriousness/gravity of the offense and merit decreasing disciplinary actions, examples;

c.2.1 employee has been in the service of the school for a relatively long period of time;

c.2.2 employee has not committed a similar offense for the last three (3) years;

c.2.3 employee has good performance record;

c.2.4 employee has not caused substantial damage or loss to the school;

c.2.5 employee did not benefit from the offense;

c.2.6 employee admitted his guilt spontaneously and unconditionally;

c.2.7 employee did not have intention to defraud;

c.2.8 employee erred in his judgment on a judgment call situation;

c.2.9 employee followed a wrong order of a superior in good faith or under threats, intimidation or duress;

c.2.10 employee was provoked to commit the offense.

D. Implementing The Disciplinary Action

The immediate superior, in coordination with the Human Resource Office, of an employee found guilty of an offense is responsible for implementing the disciplinary action, as follows;

- 1. If the disciplinary action is dismissal, the School president signs the notice to the employee.*
- 2. If the disciplinary action is suspension, the superior schedules the suspension based on regular working days in coordination with the Human Resource Office, and the department heads and the human resource office signs the notice.*
- 3. If the disciplinary action is written warning, the human resource signs the notice, attached with the letter sign by the immediate superior.*
- 4. If the disciplinary action is reprimand, the human resource officer does or executes the reprimand with the letter sign by the immediate superior.*

The Human Resource Officer serves the notice in all cases. All decisions and/or disciplinary actions imposed upon an employee shall form part of the 201 file of the employee concerned.

To ensure that the objectives of the disciplinary actions are met, the Human Resource Officer should implement the prescribed disciplinary action immediately after the decision has been reached.

Integrated in this Manual are the School's Rules and Regulations with their corresponding penalties or sanctions which every employee is enjoined to take notice of.

Section 7. Entering Relationship With Co-Worker

The school understands the nature of feeling thus, it is beyond its control for it is a personal decision to enter into a relationship with co-worker.

But on the other hand, if such situation will occur, the management has the right to protect and to maintain the quality of work and attitude of any employee so as not to affect his/her delivery of service that might jeopardize the atmosphere of workplace,. It is inherent that any employee who will enter into a relationship with another employee will have collaborative feelings and emotions. Categorically speaking, the school prohibits such, but as mentioned above, it is beyond control therefore, if it is inevitable one must RESIGN to their post as faculty or employee of North Central Mindanao College.

Commitment to Fairness in Work Practices

North central Mindanao College recognizes its legal and moral obligation to provide an environment in which an opportunity for employment is available to all qualified individuals without discrimination on the basis of race, color, sex, religion, national origin, disability, and covered veteran status.

The College affirms its commitment to this principle and to an affirmative action program which not only will establish and sustain the criteria of equal opportunity for employment,

but which will also detect and eliminate any elements of discrimination in employment which may exist within the institution.

The College also commits itself to maintaining on a nondiscriminatory basis the conditions for continuing employment and for individual advancement within the job structure of the College. Any employee or group of employees has the right, without discrimination or retaliation, to discuss with their immediate supervisor(s) and/or the Human Resource Officer, the terms of their employment or working conditions.

Occasionally, the College, just as any other large organization, has to make decisions without prior consultation with its employees. The College must, therefore, maintain exclusive discretion to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, transfer, demote, suspend, dismiss, assign, supervise, and discipline employees; to determine the sizes of and composition of the workforce; to establish, change and abolish policies, procedures, rules and regulations; to determine and modify job descriptions and job classifications; to assign responsibilities to employees, and to establish and change salary and wage rates in accordance with needs and requirements determined by the College.

ARTICLE XI

TERMINATION AND CESSATION OF EMPLOYMENT

Section 1. Termination of Employment by the School Administration

The 2010 Revised Manual Operations for Private Schools in Basic Education and the 2015 Revised Manual Operations for Private Higher Education specially provides the grounds for termination of employment by the school administration. Thus:

- a. Preventive Suspension. (Section 80 of the 2010 revised Manual of Regulations for Private Schools in Basic Education and Section 121 of the 2015 Revised Manual of Regulations for Private Higher Education). The school head of a private school (NCMC) may preventively suspend a school personnel who is under investigation, if the charge against him involves dishonesty, oppression, grave misconduct, neglect in the performance of duty, or if there are strong reasons to believe that he is guilty of such charges which would warrant his removal from the school. Preventive suspension of school personnel shall be exercised on the grounds and in the manner provided therein.*

A preventive suspension without pay, imposed upon any personnel shall be more than sixty days. After the expiration of such period, he/she shall be reinstated, or his/her suspension shall continue with provisional pay; provided that when the delay in the

disposition of the case is due to the fault, negligence or petition of the school personnel himself/herself, the period of delay shall not be counted in computing the period of suspension herein allowed.

- b. Summary proceeding. (Section 81 of the 2010 Revised Manual of Regulations for Private Schools in Basic Education and Section 121 of the Revised Manual of Regulation for Private Higher Education). Subject to compliance with the requirements of due process, and the requirements that the Secretary of the Department of Education may impose, the procedure for disciplinary action against a school personnel may be summary in nature.*

Section 2. Termination of Employment by the School Personnel

The 2010 Revised Manual of Operations for Private Schools in Basic Education and the 2015 Revised Manual of Operations for Private Higher Education specifically provides the grounds for termination of employment by the school administration. Thus:

- a. Except as otherwise provided for in this Manual, a school personnel may terminate without just cause his employment in a private school by serving a written notice on the school head at least one month in advance. The school upon whom no such notice was served may hold the school personnel liable for damages.*
- b. A school personnel may terminate his relationship with a private school without serving any notice for any of the following causes:
 - 1. Serious insult on his honor and person by the school or its duty authorized officials;*
 - 2. Inhuman and unbearable treatment given him by the school or its duty authorized officials;*
 - 3. Commission of a crime or offense against his person or any of the immediate members of his family by the school or its duly authorized officials;*
 - 4. Other causes analogous to the foregoing.**
- a. Disease as Ground for Separation. (Section 83 of the 2010 Revised Manual of Regulations for Private School in Basic Education and Section 121 of the 2015 Revised Manual of Regulations for Private Higher Education). A private school, through its president, may terminate the service of any school personnel who is found to be suffering from any disease and whose continued employment is prohibited by law or is prejudicial to his health as well as to the health of the students or co-workers. In addition to other benefits as provided for by law, a school personnel who is removed from the school under this provision shall be paid separation pay equivalent to at least to one month salary or to one-half month salary for every year of service, whichever is greater, a fraction of at least six (6) months being considered as one whole year.*
- b. Reduction of School Personnel. The 2010 Revised Manual of Regulations for Private Schools in Basic Education Section 84 and the 2015 Revised Manual of Regulations for Private Higher Education states that whenever reduction of school personnel becomes imperative in a private school due to unavoidable or unforeseen*

circumstances beyond the control of the school administration, or in case of voluntary, closure or phasing out of the school or any of its program, the school personnel in the same group or class of positions shall be reasonably compared in terms of relative fitness, efficiency, educational qualification, and length of service and those found to be the least qualified shall be separated. The termination of employment under this Section shall entitle the school personnel affected thereby to separation pay equivalent to one month or at least one-half month salary for every year of service, whichever is higher, a fraction of at least six months being considered as one whole year.

- c. Involuntary Closure of the School. (Section 85 of the 2010 Revised Manual of Regulations for Private Schools in Basic Education and Section 121 of the 2015 Revised Manual of Regulation for Private Higher Education). The closure of a private school or cause as provided for in this Manual, or the cessation of operation which is found to be illegal or in violation of the regulations prescribed by the Secretary of Education, shall entitle the school personnel affected thereby to separation pay equivalent to one month salary or to at least one-half month salary for every year of service, whichever is higher, a fraction of at least six months being considered as one whole year; and without prejudice to reinstatement or loss of seniority rights, at the option of the school personnel, in case of the reopening of the school.*

Section 3. Just causes for termination

Under the labor Code, Article 282 thereof, the employer may terminate the faculty/employee for any of the following JUST CAUSES:

- 1. Serious misconduct or willful disobedience by the employee in connection with his/her work;*
- 2. Gross and habitual neglect by the faculty/employee of his/her duties;*
- 3. Fraud or willful breach by the faculty/employee of the trust reposed in him/her by his/her employer or duty authorized representative;*
- 4. Commission of a crime or offense by the employee against the person of his/her employer of any immediate member of his/her family or his/her duly authorized representatives;*
- 5. Other causes analogous to the foregoing.*

Section 4. Authorized Causes for Termination

The Labor Code (Article 283 and 284) also provides for the following AUTHORIZED CAUSES for termination, namely:

- 1. Installation of labor – saving devices;*
- 2. Redundancy;*
- 3. Retrenchment to prevent losses;*
- 4. Closing or cessation of operation of the establishment or undertaking;*

5. *Disease.*

Section 5. Procedures for Termination of Employment

The employee/faculty member who shall be charged with commission of the just causes enumerated in this Manual shall be subject to the same procedures laid down for employee discipline in this Manual.

Section 6. Separation pay

- 1. In case of termination due to installation of labor saving devices or redundancy, the employee shall be entitled to Separation Pay equivalent to one-half month's salary for every year of service.*
- 2. In case of retrenchment to prevent losses or in cases of closures or cessation of operations not due to a serious business losses or financial reverses and disease, where the continued employment of the faculty/employee is prejudicial to his/her health or to his/her co-employee/faculty members, the separation pay shall be equivalent to one-half month pay for every year of service whichever is his/her. A fraction of at least six (6) months shall be considered one (1) year.*

Section 7. Termination Due To Disease

In case of termination owing to a Disease, it shall be understood that the disease must not be curable within six (6) months and there is a need to support the termination with a certification issued by a competent medical officer that the disease cannot be cured even with proper medical treatment. The teacher shall entitled to separation pay equivalent to one-half month salary for every year of service. A fraction of at least six (6) months being considered as one (1) whole year.

Section 8. Non-Entitlement To Both Retirement and Separation pay

A faculty member terminated involuntarily for reason such as school policy or reduction of force, ill-health, total and permanent disability, or for any other reasons beyond his control shall be entitled to receive his/her accrued retirement benefits provided that no faculty member shall be entitled to receive both retirement benefits under the Retirement Plan and Separation benefits as required by law.

MEMORANDUM NO. 2015- 002 COMPLETE UNIFORM POLICY

- Article X, Section I- IV, No. 19 of this Administrative and Faculty Manual of this College discusses the mandatory wearing of complete uniform for all employees. Violation of such policy warrants disciplinary sanctioning in accordance with the school policies. Furthermore, to ensure strict implementation of this policy, this Office authorizes the Human Resource Officer to mark "ABSENT" all full time employees who report to office without*

wearing their prescribed departmental uniform (except for which are specifically allowed e.g wash days). An excuse slip must be secured from the Human Resource Office for any other valid reasons /for non-wearing of prescribed departmental uniform in order to avoid sanctions.

Anent to this, all full time employees are given only until July 31 of this school year to acquire uniforms. Sanctions will be implemented effective August3, 2015.

For your information and strict implementation.

SGD. AIM Y. UNDAG, MD, MPH-NRD
College President

EXECUTIVE ORDER NO. P2015 – 004 ISSUANCE OF SERVICE RECORD

- By virtue of the Board Resolution No. 6 s.2015, this office orders the execution of the following:
- Service Records will only be released for employees under the following conditions:
 - a. Provided that the employee has already officially resigned or is no longer in active service
 - b. In case where the employee is still in active employment, service records will only be released for loan application purposes or for purposes to claim benefits and/or financial assistance.
 - c. Employee has a good standing with the institution. No service records shall be given to employees who are dismissed for any violation of policies and procedures of the institution or dismissed for just causes after due process given.

For your information and strict implementation.

SGD. AIM Y. UNDAG, MD, MPH-NRD
College President

