





OFFICE OF THE BOARD SECRETARY

20 February 2024

**CERTIFICATION**

To whom this may concern:

This is to certify that as per records of this office, the **Faculty Manual** of the Bulacan Agricultural State College has been approved as per the following resolutions:

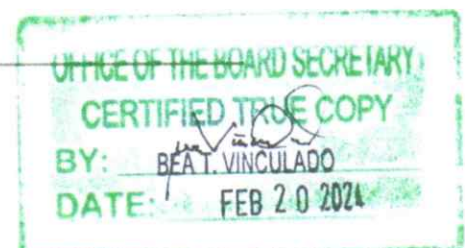
BOT Resolution No.	Resolution Details	Board Meeting No.	Date and Venue
20-1321	APPROVING the Bulacan Agricultural State College Faculty Manual 2020	90th (3rd Quarter of 2020)	2 September 2020  via Zoom
10-699	APPROVING the content and implementation of the Faculty Manual of the Bulacan Agricultural State College	49 <sup>th</sup> (2 <sup>nd</sup> Quarter of 2010)	10 June, 2010  Aurora State College of Technology
04-311	APPROVING the Bulacan Agricultural State College Faculty Manual provided that the provision that any portion of the manual that is inconsistent or contrary to existing laws, rules and regulations and the provisions of the college manual are deemed invalid or repealed as suggested by the Chair and Trustee Veneracion	27 <sup>th</sup> (4 <sup>th</sup> Quarter of 2004)	19 November, 2004  Pampanga Agricultural College, Magalang, Pampanga

This certificate is being issued for whatever legal purpose it may serve.

  
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# **THE FACULTY MANUAL 2020**

BULACAN AGRICULTURAL STATE COLLEGE  
San Ildefonso, Bulacan



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## FOREWORD

The previous BASC Faculty Manual was approved in 2009. Since then, many rules and regulations have been made and implemented by the national agencies overseeing the operations of the College. The Board of Trustees, the highest policy making body of the institution has approved numerous policies need to be included in the revised Manual. It is therefore, timely and imperative to update the Manual for the guidance of the present and future faculty members of the College.

The revised Faculty Manual ensures that its pages reflect the true will and interest of the faculty members and the College as well. Incorporated in their revised version are relevant provisions on Anti-Sexual Harassment Act, Anti-Workplace Bullying, RA 6713 or the Code of Conduct for Public Officials and Employees, Charter. Some provisions of their manual are verbatim copies of the original to ensure accuracy and correctness in interpretation. Nevertheless, if there is any variance from the original letters of the law and the provisions of their manual, the former shall prevail.

The revised version adapts to the changing internal and external environments of the College. The use of terms is both content and gender neutral. It also focuses on international research journal publications to better prepare the faculty members to compete in the global arena of academic competition in the area of research and innovation.

It is hoped that the faculty members and the College would benefit from the information provided in their Faculty Manual 2020 as they respond favorably to the challenges posed by the changing national and global landscapes in the field of education.

### COMMITTEE ON FACULTY MANUAL REVISION 2019-2020

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SECTION 6. **Mid-Semestral Deficiencies.** Students, especially the freshmen should be appraised of their performance after the midterm examination.

SECTION 7. **Grade Assignments for Course Dropped.** Faculty are referred to the Student Manual and BASC Code for dropping of subjects.

SECTION 8. **Tutoring**

Students who wish to avail/engage in tutorial services shall make a formal request with the Director of Student Affairs, Dean and library concerned, provided that the teacher will be given appropriate compensation.

SECTION 9. **Remedial Tutoring**

Remedial tutoring should be given to needy and deserving students during the regular consultation period.

SECTION 10. **Field Trips**

10.1 Field Trips are undertaken to supplement classroom instruction and must be according to existing regulations. Field trips shall be authorized by the department/area chairperson and the dean/director in which the course is offered after compliance with existing rules and regulations governing field trips or CHED-CMO. No. 63.

10.2 The instructor concerned shall issue an official excuse to each student participating in any field trip. Any student may decline participation in a given field trip and receive an appropriate compensating assignment if, following consultation with their instructor, it appears that the field trip would adversely affect their other work.

SECTION 11. **Student Activities/Service Regulations**

Faculty members are referred to the Student Manual for a more detailed treatment and coverage of the subject matter of their section

**ARTICLE X**

**RIGHTS**

SECTION 1. **Terms of Employment**

1.1 The terms of employment for faculty members shall include:

1.1.1 Rank, salary, status, and affectivity date of appointment to the position to which they is being appointed;

1.1.2 Performance of instruction, research, extension services and production function;



- 1.1.3 Overload or extra load, beyond the normal equivalent teaching until any, shall have corresponding remuneration based on teaching unit, academic rank or hourly rate;
- 1.1.4 Designation to position involving supervisory function shall be with corresponding teaching load reduction;
- 1.1.5 Counselling, advisory, consultancy or other similar responsibilities;
- 1.1.6 Semestral schedule of working hours when an individual is expected to be present;
- 1.1.7 Method of payment of remunerations;
- 1.1.8 Fringe benefits are to be received by the faculty including conditions governing their leave privileges, separation benefits and such other benefits that may accrue to them/her during their period of employment and eventual separation from government service;
- 1.1.9 Faculty member with or without administrative designation have the right to a remuneration for an overload for an equivalent teaching load of no more than 9 ETL;
- 1.1.10 Faculty members hired on Lecturer-on-hourly basis (LOHB), shall not be allowed a teaching load of not more than 24 equivalent teaching units.
- 1.1.11 Limitations on outside teaching, consultancy, operating a business enterprise and practice of profession during office hours are subject to applicable Civil Service Rules and Regulations.
- 1.2 Right to expect that teaching assignments will be within their area of professional competency and that when new courses are assigned, they will be given reasonable time for adequate preparation.
- 1.3 Right to a periodic review of credentials earned pursuant to compensation circular for promotion and salary adjustment.
- 1.4 Right to receive justifications from an appropriate faculty committee if a faculty does not receive merit increase or promotion.
- 1.5 Right to request review of their case by higher administrative authority or appropriate faculty committee if faculty member feels unfairly treated in matters of salary, promotion, and in accordance with RCAACS promulgated by the Civil Service Commission (CSC).
- 1.6 Right to demand immediate and official results of any performance evaluation done for the purpose of promotion subject to the Civil Service Rules on Anti Red Tape Act.
- 1.7 The right of the faculty member to be informed of new/additional requirements for promotion which may arise from a regional, zonal and national meetings or conferences which may come to the knowledge of





any College representative by virtue of their /her attendance to such gathering of executives.

- 1.8 The right of any faculty member to be free and protected from workplace bullying as it is defined by existing body of literature and applicable laws.

## SECTION 2. Tenure and Dismissal

- 2.1 Right to be informed on the clear definition of the policies and condition under which tenure may be obtained, if tenure is not granted at the time of initial appointment;
- 2.2 Right to appropriate advance notice when a decision is made not to grant tenure;
- 2.3 Right to receive a written statement at the time of appointment indicating the years of credit earned for prior service at another state College/College;
- 2.4 Right to have reasonable advance notice of dismissal or termination of contract.
- 2.5 Right to have security of tenure to the position where a permanent status was granted and not to be dismissed unless for cause;
- 2.6 Right to appeal to the head of the College and subsequently to the Civil Service Commission any penalty for offense committed which carries a penalty of dismissal from government service;
- 2.7 Right to involve themselves in extramural pursuits and to associate as a free Filipino citizen except if such activity may unduly interfere with their institutional duties or conditions of appointment or against existing laws;
- 2.8 Free to form or join association, organization or union whose purpose or purposes are not contrary to law;
- 2.9 Free to espouse any religious or political cause according to the dictates of their own conscience and convictions;
- 2.10 Free to participate in volunteer community activities including enlistment in military reserve organizations and accepting commissions from the same;
- 2.11 Free to speak out and take personal positions on controversial public issues even those not related to their special field of academic competence;
- 2.12 Right to criticize and/or propose academic programs, administrative organization, policies and procedures within the administration;



- 2.13 Right to communicate and obtain remedies on matters of professional and institutional concern taking into consideration the principle of exhaustion of administrative remedies;
- 2.14 Right to invoke constitutional provisions to remain silent or not to answer when under government investigation without jeopardizing their faculty appointment.

### SECTION 3. Evaluation and Promotion

- 3.1 Right to periodic evaluation of performance by immediate superior or appropriate faculty committee. Such reviews should allow opportunity to work at overcoming weaknesses and give faculty member a realistic appointment or promotion.
- 3.2 Right to periodic review of salary with annual or merit increase in keeping with established and sound management and personnel practices.
- 3.3 Right to have salary increments based on fair and equal treatment, considering the rank, experience and a clearly presented evaluation of performance.
- 3.4 Right to fair and impartial consideration for promotion in rank based on clearly stated criteria.

### SECTION 4. Academic Freedom and other rights as provided for under relevant

#### laws

#### 4.1 Concept of Academic Freedom

- 4.1.1 Each faculty member of the College shall enjoy academic freedom which relates to or involves or encompasses a "right by the accredited educator, as a teacher and as investigator, to interpret their findings and to communicate their conclusions without being subject to any interference, molestation or penalty because these conclusions are unacceptable to some constituted authority within or beyond the institution."
- 4.1.2 Academic freedom of faculty members refers to the freedom of teachers from control of thought or utterance of their academic research, findings or conclusions, and has nothing to do with the discretion of teachers to pass or fail any or all her students according to their discretion.
- 4.1.3 Academic freedom is the right of the faculty member or teacher to teach the subject of their specialization according to their best lights; to hold in other subjects, such ideas they believes sincerely to be right; and to express their opinions on public questions in a manner that shall not interfere with their duties and functions as member of the faculty or jeopardize their loyalty and accountability to the College that employs them/her.



- 4.1.4 It also includes the right of the faculty or teacher or researcher to investigate and discuss the problems of their science and to express their conclusions, whether through publication or in the instruction of students, without interference from political or administrative officials of the College, unless their methods are found by competent authorities of their own profession, after due process, to be incompetent and contrary to professional ethics and generally accepted practices.
- 4.2 Academic freedom requires the faculty to enjoy complete freedom to study, to learn, to do research and to communicate the results of these pursuits to others, without fear or reprisal.
- 4.3 As part of academic freedom, it is the responsibility of faculty members to maintain competence, scholarship, research, writing and speaking and of acting on and off campus with integrity and in accordance with the highest standards of their professions.
- 4.4 The appointment, promotion and dismissal of faculty members should be based primarily on the individual's ability in teaching, research, writing or other scholarly activities and should not be influenced by such extrinsic considerations as their political, social or religious views.
- 4.5 In the conduct of their lives off-campus, the faculty members of the College have all the rights and duties of any citizen. They should not be subjected to institutional censorship or discipline when they exercise these rights.
- 4.6 Without prejudice to the foregoing, faculty members as school personnel shall enjoy the following rights provided for under relevant laws:
- 4.6.1 Free to speak out and take personal positions on controversial public issues even those related to their special field of academic competence;
- 4.6.2 Right to criticize and/or propose academic programs, administrative organization, policies and procedures within the administration;
- 4.6.3 Right to express views relative to appointment and/or designation of academic administrators (including Chairperson/College Deans/ etc.) vital to faculty interest;
- 4.6.4 Right to communicate and obtain remedies on matters of professional and institutional concern taking into consideration the principle of exhaustion of administrative remedies;



- 4.6.5 Right to invoke constitutional provisions to remain silent or not to answer when under government investigation without jeopardizing their faculty appointment;
- 4.6.6 Right to free expressions of opinions and suggestions and to avail of effective channels of communications with the appropriate academic and administrative bodies of the school;
- 4.6.7 Right to intellectual property as provided by applicable laws;
- 4.6.8 Right to demand as persons in authority entitlement to protection and due respect, when acting in the discharge of lawful duties and responsibilities;
- 4.6.9 Right to be accorded the opportunity to choose alternative career channels either in instruction, research, extension, production, and administration or other lines of endeavors in the College for purposes of career advancement; provided it does not conflict with the internal needs and development priorities of the College;

#### ARTICLE XI

#### PROCEDURE OF EMPLOYMENT/ APPOINTMENT OF A NEW FACULTY MEMBER

Section 1. The policies, pertinent guidelines, rules and procedures stipulated in the CSC ORAOHRA 2018 and other established policies and guidelines may be used by the College to supplement the recruitment and appointment process.

The College shall recruit and appoint its faculty in accordance with the following procedures:

- 1.1 Publish vacant positions in accordance with RA 7041 (Publication Law) and CSC MC No. 14, s. 2018 for transparency. The published vacant positions shall also be posted in three (3) conspicuous places in the SUC for at least ten (10) calendar days and other appropriate modes of publication shall be considered.
- 1.2 BASC shall create a "Human Resource Management Faculty Selection Board" (HRMFSB). Their body shall assist the College in selecting applicants for the appointment of faculty members to positions/ranks.
- 1.3 For First and Second Level Positions the HRMFSB shall be composed of the following members: (Rule IX, Sec. 88-ORAOHRA 2018)