

Staff Development Manual

(Approved thru BOT Res. No.129, s. 2008 dated November 7, 2008)



MINDANAO POLYTECHNIC STATE COLLEGE
Lapasan, Cagayan de Oro City
Philippines

1.0 Introduction

The College envisions to be known as the Mindanao University of Science and Technology (MUST), which is the Philippine showcase of a successful state corporate university. To realize this vision, the college driven by a passion for excellence has come up with a road map in the form of a ten-point agenda with an acronym LEAP – FLY – AIM, as follows:

A. INSTRUCTION

- L**ead the rest of the country's state-funded education institutions in the areas of (a) Information Technology, (b) Applied Mathematics and Chemistry, (c) Electrical Engineering, and (d) Technician Teacher Education. Within the next four (4) years, through the attainment of a COE status for each discipline identified and aggressively pursue the attainment of a Level III status for all government programs.
- E**mpower the students to become civic minded, patriotic, responsible and productive members of the Philippine society and the global community.
- A**ttract the best and brightest minds in the faculty force to join the noble task of molding the youth in this part of the country and inculcate a passion for excellence and continuous growth among the faculty of the College.
- P**rovide greater access to quality higher education through the provision of affordable Special Programs and non-traditional delivery modes of educational services worthy of a University title.

B. RESEARCH

- F**orge closer partnerships and alliances with industries and industrial partners, academic institutions, research centers worldwide, and funding agencies to enhance quality of research outputs at par with international standards.
- L**ocally-responsible yet globally-accepted research ideas that would have high multiplier effects to the country's social and economic well-being shall be attained within the plan period.
- Y**ield more quality research outputs per faculty in the spirit of a true academic enterprise accepted as a practice in advanced and developed institutions of higher learning worldwide.

C. EXTENSION

- A**pply the knowledge and technology generated from research to enhance the quality of life of adopted communities within the sphere of influence of the State College.

D. MANAGEMENT AND GOVERNANCE

- I**nsitute reforms and mechanisms to optimize efficiency and effectiveness in the management of fiscal and financial resources in support of instruction, research and extension services with particular emphasis on human resource management.

E. PRODUCTION

- M**aximize the returns from the college's economic assets (human, capital and materials) to realize fiscal autonomy through the strengthening of the IEP with emphasis on the main business

product of the college which EDUCATION. Entrepreneurial skills shall empower the students to be self-reliant and economically independent.

The ten-point agenda is aimed at further strengthening the quality of services provided by the college in the areas of Research, Instruction, Production and Extension, with research as its primacy of function. This can be done with the support of highly capable and competent faculty and staff. In order to ensure continuous improvement in the quality of services with respect to local and international standards, it is vital that the college should provide a sustainable investment on staff development. It is an accepted fact in today's knowledge-based economy that having the right people is the key to ensuring continuous improvement of the quality of success in any organization. Once these right people have been identified, the next challenge is how to make them stay in the organization. Strategies may vary from provision of attractive compensation package to provision of avenue for continuous learning.

For an institution of higher learning such as our college, the only way for its people to stay relevant and perform its primordial function of research and instruction is to embark on continuing education. Continuing education varies from graduate and post graduate education to trainings/seminars/conferences/fora, etc. The college has been aggressive in providing support to its faculty and staff who wish to embark on continuing education through its staff development program. Nowadays, the opportunities for pursuing continuing education are vast not only as to

the venue but also as regard to prospective external funding institutions/agencies. Likewise, the culture of learning throughout life is already internalized by the faculty and staff prompting some of them to pursue graduate education even at their own expense. It is within this context that the current staff development policy is hereby revised.

2.0 The Staff Development Policy

2.1 General Rules

- 2.1.1 Program of study to be undertaken may or may not be in vertical articulation of the specialization of the scholarship grantee, provided, it is in line with the priority programs of the College.
- 2.1.2 When an applicant/scholar is able to secure thesis/dissertation allowance from external funding agency/sponsor, he/she shall notify the College and correspondingly waive his/her claim of the said allowance.

2.2 Eligibility and Equity

All plantilla holders with permanent status of appointment, who have served the College for *at least one year* with very satisfactory performance, are eligible to participate. However, for faculty members and non-teaching personnel holding *Temporary Appointments*, they can avail of the privileges under the Staff Development Program after serving *continuously for at least two years* with very satisfactory performance. On

the other hand, part-time faculty; casual and job order personnel are not eligible to avail of this staff development program.

Staff development shall be accessible on an equitable basis. It shall promote the principles of equity and should reinforce the aims and objectives of the College Strategic Plan. Where appropriate, courses/programs shall accommodate any specific needs of employment-disadvantaged groups or draw attention to equity issues.

In order to safeguard the investment of the College for staff development, deans/department chairs/unit heads are to consider the following in recommending scholars to ensure successful completion of a course/program of study/training to be undertaken:

- a) age;
- b) scholastic aptitude;
- c) attitude and commitment;
- d) health;
- e) other factors deemed important.

2.3 Forms of Scholarship/Assistance

Scholarship grants are classified into:

A. Full Scholarship

A.1) Full scholarship may be granted when the following conditions are present, to wit:

- i) program of study is in line with the Priority Projects of the College and is a vertical articulation of the specialization of the faculty/personnel, or if the program of study is relevant and is needed by the office/unit where the faculty/personnel is deployed;
- ii) the candidate for scholarship slot is scheduled for the term when it is to be awarded; and
- iii) the candidate has the potential of completing the program of study applied for.

A.2) Benefits and privileges under this classification are as follows:

- a) basic salary and other remuneration as may be allowed by law;
- b) one roundtrip domestic/international fare, where applicable and other incidental travel expenses as allowed by law;
- c) tuition, registration, matriculation, and other fees;
- d) monthly stipend
Master's Php 6,000.00
Doctorate Php 8,000.00
- e) book allowance in the amount of Php 10,000.00 good for the entire duration of the course/program of study.
- f) clothing allowance in case of scholarship abroad as may be allowed by law, subject to availability of funds; and

g) Thesis/dissertation allowance.

<i>Master's Thesis</i>	<i>Php 40,000.00</i>
<i>Dissertation</i>	<i>Php 60,000.00</i>

or candidate has accessed external scholarship grant from either local or foreign funding agency.

B. Partial Scholarship

B.1) Partial scholarship may be granted under the following conditions:

- i) program of study may or may not be in vertical articulation provided, it is in line with the Priority Projects of the College;
- ii) candidate may or may not be scheduled for the term when it is available;
- iii) candidate has already earned credits or has completed all academic requirements or on the verge of completing his/her thesis/dissertation through his/her own expense; or candidate has already earned credits or has completed all academic requirements of on the verge of completing his/her thesis/dissertation through scholarship grant from other scholarship donor(s), but was unable to complete the course/program of study, prior to joining the college;
- iv) candidate has the potential of successfully completing the program; and
- v) candidate volunteers to shoulder part of the tuition fee and other fees required of the course/program of study,

B.2) Classification of Partial Scholarship and Corresponding Benefits

1) Type A – candidate volunteered to put up/shoulder 50 percent of all fees required to complete the program.

- a) full time student (*full deloading*) on official business
- b) one roundtrip domestic/international fare, where applicable and other incidental travel expenses as allowed by law
- c) Thesis/Dissertation Allowance

<i>Master's Thesis</i>	<i>Php 40,000.00</i>
<i>Dissertation</i>	<i>Php 60,000.00</i>
- d) College shall be responsible for the 50% of the cost in the following:
 - i) Registration/tuition and other required fees
 - ii) Monthly stipend

<i>Master's</i>	<i>Php</i>	<i>3,000.00</i>	<i>(50%</i>	<i>of</i>
		<i>Php6,000.00)</i>		
<i>Doctorate</i>	<i>Php</i>	<i>4,000.00</i>	<i>(50%</i>	<i>of</i>
		<i>Php8,000.00)</i>		

iii) Book allowance

Php 5,000.00 for the entire duration of the course/program of study.

2) Type B – candidate has no counterpart

a) Candidate shall be considered as Part-time student. Deloading or time release from teaching assignment shall be determined in consultation with the concerned dean/unit head

b) Thesis/Dissertation Allowance

<i>Master's</i>	<i>Php 40,000.00</i>
<i>Doctorate</i>	<i>Php 60,000.00</i>

3) Type C – Self Financed Study

The candidate is pursuing further study in his/her area of specialization at his/her own expense. The candidate shall be entitled to the following benefits:

- a) Full deloading
- b) Official Time

4) Type D - candidate has accessed external funding (local or foreign)

An external funding agency (local or foreign) will shoulder the expenses such as; registration, matriculation and other fees, monthly stipend as well as books and thesis/dissertation allowances, to be incurred by the candidate while pursuing the course/program of study.

Under this type, the candidate shall be entitled to the following benefits:

- a) basic salary and other remuneration as may be allowed by law;
- b) one roundtrip domestic/international fare, where applicable; and
- c) clothing allowance in case of scholarship abroad as may be allowed by law, subject to availability of funds.

5) Type E - candidate is finishing his/her program of study; either on the stage of completing the thesis/dissertation writing, or completing the course academic requirements and then proceeding to thesis/dissertation writing. Under this type, the candidate shall be entitled to the following benefits:

- a) deloading or time release from teaching assignment in consultation with the concerned dean/unit head;
- b) one roundtrip domestic/international fare, where applicable;
- c) Thesis/Dissertation Allowance, where applicable

<i>Master</i>	<i>Php 40,000.00</i>
<i>Dissertation</i>	<i>Php 60,000.00</i>

C. Assistance for Trainings/Seminars

C.1) Faculty and staff who will be attending short-term trainings ranging from less than a month to a maximum of twelve months shall be entitled to the following benefits:

- i) basic salary and other remuneration as allowed by law for the entire duration of the training;
- ii) one roundtrip domestic/international fare, where applicable;
- iii) monthly stipend as allowed by law; and
- iv) clothing allowance in case of scholarship abroad as may be allowed by law, subject to availability of funds.

C.2) Faculty and staff who will be attending seminars/conferences/fora either as mere participants or paper presenters shall be entitled to the following benefits:

- i) roundtrip ticket and other travel expenses as allowed by law;
- ii) per diem as allowed by law; and
- iii) for paper presenters, they will receive awards and incentives subject to the approved policy on research outputs publication/presentation.

2.4 General Rules Governing Scholarship Award and Attendance to Trainings/Seminars/Workshops/Conferences/Fora

A. Scholarship Awards

1.0 A scholarship will cover all monies, including salary and other remuneration allowable by law, subject to the usual accounting and auditing rules and regulations, while pursuing the approved course/program of study/training.

2.0 Obligations of the Grantee:

2.1 to submit himself/herself to the evaluation mechanisms adopted by the Staff Development Committee;

2.2 To ensure the safety of the investment of the College on staff development, the scholar/grantee prior to departure to the university where the study will be conducted shall execute a deed of assignment (see Appendix A) in favor of the college covering property/ies whose combined amount is estimated to be equal or more than the amount expected to be spent during the entire duration of the program, to wit:

2.2.1 Land Title

2.2.2 OR/CR of vehicle

2.2.3 Certificate of Ownership of appliances/jewelries

2.2.4 others.

2.3 In lieu of the collateral requirement, the scholar/grantee shall submit a promissory note/undertaking (see Appendix B) stipulating therein that an employed immediate family member or a colleague, who has the financial capacity, shall act as his/her co-maker/guarantor;

2.4 To comply with the following requirements:

2.4.1 Devotes his/her whole time to follow the course of instruction for which the scholarship is awarded, unless permission to undertake other work or to change his/her course is granted by the College;

2.4.2 Sits for prescribed examinations or approved group of examinations;

2.4.3 Shall not accept any work paid or not paid;

2.4.4 Refrain from attending trainings that would cause him/her to be absent from attending classes or affect his/her thesis/dissertation work during the entire duration of the scholarship grant;

2.4.5 Abides with whatever amendments to the Staff Development Program, which the College Board of Trustees may adopt and make part of

the same Staff and Development Program upon receipt of notice thereof;

2.4.6 Complies with other requirements such as;

i) To submit grades to the Human Resource Management Office not later than one (1) month after each term (see Appendix C);

ii) To submit to the Human Resource Management Office a letter of explanation on INC grades and be recalled if explanation is unsatisfactory;

iii) To notify the College through the Human Resource Management Office any abnormality in the scholarship venue which affects the completion of the course; and

iv) To return to the College two weeks after completion of the program or after date of graduation, whichever comes first unless there is justifiable reason for non-compliance thereof;

v) To render return service in accordance with the following, whichever is applicable:

- Three (3) years for every year or a fraction thereof of Doctorate Program
- Two (2) years for every year or a fraction thereof of Master's Program
- One (1) year for every year or a fraction thereof of Training Program

vi) To conduct himself/herself in accordance with the moral and ethical standards expected of an educator/personnel of the college.

2.5 The scholarship grant may be suspended or terminated if any of the following conditions is present:

- 2.5.1 reports on the scholarship grantee's work or conduct are unsatisfactory;
- 2.5.2 a scholarship grantee, without reasonable excuse, fails in two subjects within a semester. However, for highly meritorious reasons, the scholarship grantee may be allowed to re-enroll the failed subjects at his/her own expense;
- 2.5.3 a scholarship grantee engages in any occupation or accepts any paid service; and
- 2.5.4 a scholarship grantee becomes unfit to complete his/her studies owing to illness or is absent

from his/her studies for more than six (6) months owing to illness or for whatever reasons/circumstances detrimental to his/her completing the program.

2.6 In the case of a course/program of study abroad, the cost of a free return travel will be shouldered by the College if the scholarship is terminated for reasons stated in item 2.5.4 provided that, if the scholarship grantee declines to travel at the earliest opportunity without reasonable excuse, he/she will lose his/her right to a free return travel expenses and the payment of any allowance, which he/she may be receiving will cease forthwith.

2.7 In case the scholarship grant is terminated for reasons stated in items 2.5.1, 2.5.2 and 2.5.3, the scholarship grantee is required to refund the monetary benefits accorded him/her immediately. Failure of the scholarship grantee to refund the entire amount within thirty (30) days from notice of the termination of his/her scholarship contract shall cause the forfeiture of property(ies) submitted as collateral.

2.8 In case the scholarship grantee fails to return to the College two (2) weeks after completion of the program or graduation whichever comes first, said

scholar/grantee is required to refund the monetary benefits accorded him/her immediately. Failure of the scholarship grantee to refund the amount within thirty (3) days after graduation or completion of the program whichever comes earlier shall cause the forfeiture of property(ies) submitted as collateral.

2.9 The scholarship grantee may be required to pass a medical examination including neuro-psychiatric test before proceeding to the venue of the course/program of study and he/she may also be required to submit to an annual medical examination during the tenure of the scholarship.

3.0 Every scholarship grantee undertaking a course/program of study shall report any physical illness, which makes it impossible for him/her to continue with his/her studies to the College President. The report shall be accompanied by a certification from a physician. Failure to do so will cause the rejection of any request for exemption from refunding the amount incurred relative to the scholarship grant.

B. Seminars and Workshop

The Deans/Directors/Unit Heads are empowered to decide pertaining to the selection/recommendation of faculty/personnel to attend seminars and workshop. Decisions shall consider factors such as importance/significance, availability of funds, venue, etc.

Upon return, the grantee shall submit to the Secretary, SDC a brief report on the Intervention Attended (see Appendix D for suggested format). The report shall be duly noted by his/her Dean/Director/Unit Head.

3.0 Effectivity

Effectivity of this proposed policy shall take effect immediately upon approval by the Board of Trustees.

The Staff Development Committee

(Special Order No. 0044-A, s. 2007 dated March 14, 2007)

Chairman

Ruth Guinita-Cabahug, DTE
Vice President for Academic Affairs

Vice Chairman

Cesar C. Esquinas
Vice President for Administration and Finance

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Dean, SPSEM

Vima Socorro J. Tandog
Dean, SAS

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Charito G. Ong, Ph. D.
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Ruel R. Cabahug, Ph. D.
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Romeo N. Naces, MNSA
Director, SAWS

Ivanhoe S. Oñate
Director, LAVS

Remigio F. Taga
Director, ICT

Secretary

Georgia S. Macabale
Human Resource Management Officer

Appendix A



Mindanao Polytechnic State College
Lapasan, Cagayan de Oro City
Philippines

DEED OF ASSIGNMENT

KNOW ALL MEN BY THESE PRESENTS:

This DEED OF ASSIGNMENT, made and executed by and between _____, Filipino, of legal age,
(Name of Scholarship Gratee)

_____, with residence and post-office address at
(Civil Status)

_____, hereinafter called the **ASSIGNOR**, and Mindanao University of Science and Technology, represented by _____, **University President**, Filipino, of legal age, with residence and post-office address at Lapasan, Cagayan de Oro City, herein called the **ASSIGNEE**, witnesseth:

That pursuant to the Scholarship Contract dated _____, the ASSIGNOR does hereby ASSIGN, TRASFER AND CONVEY unto the ASSIGNEE that certian real estate with all the buildings and improvements thereon, situated in _____, and more particularly described as follows, to wit:

(Description of property assigned)

Of which real estate the ASSIGNOR is the registered owner, his/her title thereto being evidenced by Transfer (or Original) Certificate of Title No. _____ of the Registry of Deeds of _____:

That the ASSIGNEE does hereby accept this assignment.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this _____ of _____, 20____, in _____, Philippines.

(Assignor)

(Assignee)

Sign in the presence of:

(Witness)

(Witness)

Appendix B



Mindanao Polytechnic State College
Lapasan, Cagayan de Oro City
Philippines

PROMISSORY NOTE

I, _____, of legal age,
(Name of Scholar)
_____, residing at _____,
(Civil Status)

and employed in the University as _____, do
(Position)

hereby promise to refund immediately all sums defrayed by the Mindanao Polytechnic State College in connection with my scholarship grant pursuant to Scholarship Memorandum of Agreement dated _____ when said scholarship grant is terminated as stipulated under section 2.6 and 2.7 of the abovementioned scholarship agreement.

Signed this _____ day of _____, 20__ at Mindanao Polytechnic State College, Lapasan, Cagayan de Oro City.

(Scholar)

(Co-maker/guarantor)

Signed in the presence of:

(Witness)

(Witness)

Appendix C

Term Report on Course/Program of Study Enrolled

Term: _____, AY: _____
(Please fill out legibly)

(Date)

Name : _____ Department/Unit : _____
University : _____ Course/Program : _____

List down all subjects/courses enrolled with corresponding grades
(attached photocopy of the grade slip issued by the university):

Subject/Course	Midterm Grade	Final Grade

Reasons (if there are failing marks/INC):

- 1) _____
- 2) _____
- 3) _____

Insights/implications on the subjects/courses taken :

- 1) _____
- 2) _____
- 3) _____

Submitted by:

Noted by:

(Grantee)

Immediate Supervisor

Appendix D

Report on Training/Conference/ Seminar Attended

Name of Participant : _____

Title of Seminar/Training : _____

Date (s) : _____

Venue : _____

Registration Fee : _____

Traveling Expenses : _____

Highlights/insights :

(Signature of Participant)

Noted:

Immediate Supervisor