



UNIVERSITY MANUAL

Revised SY 2014-2015



SILLIMAN
UNIVERSITY

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(Revised SY 2014-2015)

This Unified University Manual incorporates current policies, procedures and guidelines governing the operations of Silliman University, without prejudice to any amendments thereto and additional policies, procedures and guidelines that the University may hereinafter formulate and implement.

NOTICE

Any statement, proposition or provision in this Manual are deemed accordingly amended if inconsistent or overridden by subsequent laws and Orders of the government of the Philippines or any of its regulatory agencies; jurisprudence; actions of the Board of Trustees; and Collective Bargaining Agreements of the University.

Any subsequent laws, Orders, jurisprudence, Board actions and provisions of Collective Bargaining Agreements not yet included or covered in this Manual, are deemed automatically added to it.

Any and all provisions in the Manual are to be understood in relation to other relevant or pertinent provisions in it.

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I

History Vision, Mission and Goals Corporate Instruments

HISTORY

To most Americans in the late 1800, Dumaguete was a name their tongue was still to master. It was unfamiliar to them. Even the Philippines, which at that time was still recovering from the onslaught of the Spanish-American War, was not on the immediate list for a Presbyterian mission. It took the vision and commitment of a man to turn this around.

The late Dr. Arthur Carson, third Silliman president, wrote in his book how a man's strong resolve to help shape Philippine education paved the way for the establishment of Silliman University. This man was Dr. Horace B. Silliman, a retired businessman of the town of Cohoes in New York State.

In 1899, Dr. Silliman appeared at the office of the Presbyterian Board of Foreign Missions with the conviction that the Filipino people would need a new kind of education. He contributed the initial sum of \$10,000 toward the founding of an industrial school. Legend has it that the Board Secretary was surprised and explained that the Board had only begun to consider a mission in the Philippine islands. At that time, news was fresh on the naval victory of Admiral Dewey over the Spanish fleet in Manila Bay. The Board Secretary thought it would be too early for a school.

But the visitor persisted. Something had caught his imagination about these islands, and the people whom he had never seen and whom he would never meet.

Dr. Silliman had long been an active supporter of schools and colleges. Among such institutions was Hampton Institute of Virginia. His proposal to the Presbyterian Board was for an industrial school in the Philippines on the Hampton model.

The mission in the Philippines started with Dr. David Sutherland Hibbard and wife, Laura, who were commissioned to head it. Three areas were considered: Cebu, Zamboanga and Iloilo. While in Cebu, someone suggested for him to make a side trip to Dumaguete. Sailing from Cebu on a Saturday night, he came out early on deck the next morning and saw "the unsurpassed drama of a Dumaguete morning from the sea."

It was told that the friendly attitude of the people and the caliber of the local officials attracted him to Dumaguete, a "place of health and beauty."

On August 28, 1901, Silliman Institute was established. As Dr. Hibbard described the modest beginning of Silliman half a century later, "There were fifteen boys that first morning. The equipment consisted of four desks about ten feet long, two tables and two chairs, a few McGuffey's Readers, a few geographies, arithmetic and ninth-grade grammars. I was President; Mrs. Hibbard was the faculty."

Enrollment in the university grew gradually to include students from Asian countries. The year 1912 marked the admission into the university of the first female student, Pura Blanco. Silliman was granted university status in 1938.

Developments on campus were interrupted by two significant events in Philippine history: World War II and martial law. Silliman braved these historic events and left dents on the pages of Philippine history.

At the height of the war, Silliman faculty members and students evacuated to four localities in Negros Oriental, and continued rendering professional services whenever there was an opportunity. This led to the establishment of the 'jungle university' in the mountain of Malabo -- the first community school in the Philippines.

In 1972, when martial law was declared, Silliman was one of the first two universities closed. It was also one of the last universities allowed to resume operations after the closure. Martial Law, despite its threat

to life and democracy, did not stop students from gathering and keeping their patriotism aflame. At the basement of the Silliman University Church, in a room named the Catacombs, the 'secret' campus rendezvous of students continued.

The rich contribution of Silliman to Philippine history and landscape earned it the distinction of being declared National Landmark by the National Historical Institute on June 19, 2002.

Growth of Silliman in the early period was greatly attributable to the support of the local community. Local families shared in the vision of Dr. Silliman and believed in the educational pursuits of Dr. and Mrs. Hibbard, and accordingly offered their properties through sale and donation to expand the campus. Later developments were characterized by more infrastructure development and initiation of student activities, ranging from journalism, public speaking, performing arts, to athletics.

Silliman continues to be nurtured under administrations headed by presidents of character and tested credentials. The incumbent President, its twelfth, is Dr. Ben S. Malayang III, an expert in environmental policy and governance. A Silliman alumnus, he holds two Master of Arts degrees from the Ohio University: one in International Affairs Southeast Asia Studies; Major in Economics (Minor in Political Science), and another in Philosophy. He earned the degree of Doctor of Philosophy in Wildland Resource Science from the University of California at Berkeley.

Three American, and eight Filipino, have previously served as elected Silliman presidents: Dr. David Hibbard (1901-1930), Dr. Roy Brown (1932-1936), Dr. Arthur Carson (1939-1953); Dr. Leopoldo Ruiz (1953-1961); Dr. Cicero Calderon (1962-1971); Dr. Quintin Doromal (1973-1982); Justice Venancio Aldecoa (1983-1986); Dr. Pedro Flores (1987-1989); Dr. Angel Alcala (1991-1992); Dr. Mervyn Misajon (1994-1996); and Dr. Agustin Pulido (1996-2006).

VISION, MISSION AND GOALS

Vision

A leading Christian institution committed to total human development for the well-being of society and environment.

Mission

- Infuse into the academic learning the Christian faith anchored on the gospel of Jesus Christ.
- Provide an environment where Christian fellowship and relationship can be nurtured and promoted.
- Provide opportunities for growth and excellence in every dimension of the University life in order to strengthen competence, character and faith.
- Instill in all members of the University community an enlightened social consciousness and a deep sense of justice and compassion.
- Promote unity among peoples and contribute to national development.

Goals

Silliman aims to have...

- quality and diverse body of students
- holistic and responsive educational program with a Christian orientation
- quality faculty comparable to Asian standards
- quality support staff
- adequate facilities and administrative systems
- supportive and involved alumni
- long-term financial viability

MISSION STATEMENT

Preamble

Silliman University was founded as Silliman Institute in 1901 by Protestant missionaries under the auspices of the then Board of Foreign Missions of the Presbyterian Church in the United States of America. It evolved into an institution of higher learning, receiving university status in 1938. The University's motto is "Via Veritas Vita".

The central goal of Silliman University is to develop the whole person within the context of a Christian environment. Silliman University seeks to achieve the ideals of excellence for its students, faculty, staff and administrators. It aims to develop persons for responsible roles for human and national development, to be sensitive to the realities of change, and to be responsive to the demands of social justice.

The following commitments guide Silliman University in fulfilling its mission:

1. As an institution of faith and learning, Silliman University is committed to provide opportunities for all members of the academic community to seek truth, justice and love. Christian values, therefore, permeate every facet of University life. While it is related to the United Church of Christ in the Philippines, Silliman University respects the religious freedom of all members of the community.
2. Believing in the integrity of Christian higher education, Silliman University is committed to the pursuit of excellence in every dimension of inquiry, learning, and teaching. It makes high quality

education available to all students regardless of social and economic background. It is committed to an administration that is democratic and participatory.

3. Committed to an education for the service of others, Silliman University seeks to instill in all members of the university community an enlightened social consciousness, a profound sense of involvement, and a genuine compassion for every person. It seeks to enhance national development and unity by making its life and. program relevant to the total environment.

Highlights of the Mission Statement

Philosophy of Education

Silliman University will make available to all a Christian education that is of the highest quality. It shall pursue excellence in learning, teaching, research and service, making its life and program relevant to national development and unity. In essence, Silliman University shall be a wellspring of Christian education for the service of others.

University Life and Educational Atmosphere

Silliman University shall create a Christian environment conducive to the development of whole persons. Christian values, therefore, permeate every facet of University life, while respecting other faiths. In this regard, opportunities for spiritual nurture, service to the community, and the pursuit of truth and justice shall be open to all.

Silliman University Aims to Achieve These Objectives:

1. Develop persons committed to the service of God and others;
2. Foster in people a social conscience sensitive and responsive to the realities of change;
3. Restore and maintain environmental integrity through responsible and democratic stewardship of resources.

CORPORATE INSTRUMENTS

AMENDED BY-LAWS of SILLIMAN UNIVERSITY

ARTICLE I. MEMBERSHIP

- Section 1.** The members of this Corporation shall be fifteen in number and shall constitute the Board of Trustees.

ARTICLE II. BOARD OF TRUSTEES

- Section 1.** Term. The members of the Board of Trustees shall be elected for a five-year term, to expire at the end of May during the fifth year after their election to the membership of the Board.

No trustee shall continuously hold office for more than two (2) successive terms or for ten (10) consecutive years in representation of any one group as provided in Section 2 hereof. Provided that service by a Trustee of the unexpired term of another trustee to which the former has been previously elected to, shall not be considered in this prohibition. After a one-year interval, a Trustee who has continuously served for two (2) terms may be eligible again for future nomination.

- Section 2.** Composition. The Board of Trustees shall be fifteen in number to be elected on the basis of group nominations as follows:
- a. Five Trustees to be nominated by the United Church of Christ in the Philippines in accordance with its rules or By-Laws.
 - b. Five Trustees to be nominated by the Silliman Alumni Association, Inc. in accordance with its rules or By-Laws.
 - c. Five Trustees-at-large to be nominated by the Silliman University Endowment Foundation, Inc. in accordance with its rules or By-Laws, from among its members, Silliman alumni, and/or friends of Silliman University.
 - d. Except where the system of staggered terms has already been instituted, the nominating group concerned shall determine the terms of the Trustees first nominated by it under the new or Revised By-Laws, to the end that every year thereafter each group need replace only one Trustee with a nominee for a full term.
 - e. The nomination by the group does not constitute an election as Trustee until the same is accepted by majority vote in a corporate meeting of members. If before election, serious questions are raised with respect to the group nominations, the matter shall be referred back to the group concerned for resolution. In the meantime, the Board may either recognize the holdover Trustees provided they have not exceeded the maximum period of service or declare the position temporarily vacant and apply the rules governing vacancy.
 - f. The President of the University shall be an ex-officio member of the Board of Trustees. He shall have no vote.
 - g. Ex-officio non-voting Trustees may be appointed by the Board to represent the university constituency under such terms and conditions as the Board may prescribe.

- Section 3.** Qualifications of Trustees. To be eligible for membership in the Board of Trustees, a person must have the following qualifications:
- a. Must be of legal age.
 - b. Must be a communicant member in good standing of a Christian church which is Biblical in doctrine, cooperative in service, and inclusive in fellowship.
 - c. Must be of good moral character and must be respected in the community.
 - d. Must be an alumnus/alumna of Silliman University who has exemplified the Christian lifestyle, the Via Veritas Vita, and demonstrated commitment and loyalty to the University, her vision and mission. However, a non-alumnus/alumna may be qualified by three-fourths (3/4) vote of the total Board members present after due notice thereof, at a regular or special meeting called.
- Section 4.** Termination of Membership. Membership in the Board of Trustees shall be terminated by the:
- a. Expiration of the term of the member;
 - b. Death of the member;
 - c. Resignation of the member;
 - d. Unless determined to be excusable by the Board of Trustees, failure of the member to attend three (3) consecutive meetings of the Corporation and of the Board of Trustees within a year.
 - e. Departure of the member from the Philippines without intention to return before the expiration of his/her term; or
 - f. Action of the constituent organization or group rescinding or otherwise terminating the member's right to represent it.
- Section 5.** Filling of Vacancies. A vacancy in the Board of Trustees for causes other than removal or expiration of term, shall be filled by the remaining members of the Board constituting a quorum, who shall elect a nominee of the organization or group affected by the vacancy. A member elected to succeed one whose term shall have been terminated for any other causes enumerated in Section 4, Article II, except the first, shall serve only for the unexpired portion of his predecessor's term.
- Section 6.** Inhibitions. The following are inhibitions on the part of the Board of Trustees:
- a. A member of the Board of Trustees who is related to any student, faculty member, or personnel, whether by blood or affinity up to the sixth degree, shall be inhibited from taking part in deliberations of the Board of Trustees or any of its committees when acting on matters affecting such relative.
 - b. A trustee shall not be financially interested directly or indirectly in any contract or concession awarded by the University.
 - c. A Trustee shall not receive any compensation or remuneration for his or her service to the University.
- Section 7.** All the corporate powers of the Corporation shall be exercised, all of its business shall be conducted, and all of its properties shall be held and controlled by the Board of Trustees.
- Section 8.** The Board of Trustees shall not, directly or indirectly, pledge the credit of the Board of Foreign Missions of the Presbyterian Church in the U.S.A., or of its successor, the Commission on Ecumenical Mission and Relations of the United Presbyterian Church in the U.S.A., or of the American Board of Commissioners for Foreign Missions, or its successor, the Department of World Ministries of the United Church of Christ in the

U.S.A., and shall not authorize the expenditure of funds beyond the amount held to the credit of the Corporation by the Comptroller. The approval of a budget shall not authorize the expenditure of funds except as they may be received as income, gifts, or contributions to the Corporation.

Section 9. Trust or endowment funds held by the Corporation shall be kept inviolate and used or disposed of only for the purposes of the trust of endowment.

Section 10. All properties donated to or purchased by the Corporation shall be held in the name of the Corporation.

ARTICLE III. OFFICERS

Section 1. The officers of the Board of Trustees shall be a Chairman, a Vice-Chairman, and a Secretary elected from its membership. They shall serve until their successors are duly elected and qualified. The term of office of the officers shall be co-terminus with their terms of office as members of the Board of Trustees.

Section 2. The Chairman shall preside at all meetings of the Board of Trustees and shall perform such other duties as are usually discharged by such officer. In the absence of the Chairman, the Vice-Chairman shall fulfill the functions of the Chairman.

Section 3. (a) The Secretary shall keep the minutes of the meetings of the Board of Trustees and shall be the custodian of the seal and records of the Corporation, except such as are herein entrusted to other officers. He shall also perform such other duties as are usually discharged by the said officer, or as may be assigned to him by the Board of Trustees. The minutes and records of the Corporation and of the Board of Trustees shall be kept in the City of Dumaguete, and shall be available for inspection by any officer or member of the Board of Trustees or by the President of the University at any reasonable time.

(b) The minutes of each session of the Board of Trustees and the members shall be read at the next session and, after amendment and/or correction shall be approved. At the close of the meeting, a copy of the minutes, together with the President's reports, shall be furnished each member of the Board of Trustees.

Section 4. (a) The President of Silliman University shall be elected by the Board of Trustees.

(b) He shall act as executive officer of the University, and shall carry out the duties customary to this position and such other duties as may be assigned to him by the Board of Trustees.

(c) At each regular meeting of the Board of Trustees, the members shall present a written semi-annual report and such ad-interim reports as the Board of Trustees may request or initiate. All members and officers of the Board of Trustees shall be furnished with copies of the semi-annual reports.

ARTICLE IV COMMITTEES

Section 1. The Board of Trustees shall elect an Executive Committee and seven standing committees: Programs and Services Committee, Fiscal and Physical Properties Committee, Human Resources/Organizational Development Committee, Trustee

Membership Committee, Legal Committee, Investment Committee, and Scholarship Committee.

- Section 2.** The Executive Committee, to be composed of not more than five persons, with the Chairman and Secretary as automatic members thereof, and one member each from the Trustees representing the Silliman Alumni Association, Inc., United Church of Christ in the Philippines (UCCP), and the Silliman University Foundation, Inc. (SUFI), respectively. No trustee shall be a member of more than two Standing Committees. The actions of the various committees are recommendatory and subject to review and final decision by the Board of Trustees.
- Section 3.** The Programs and Services Committee will monitor, evaluate, and formulate new directions and guidelines for the instruction, research, and extension functions of the University. It will undertake a regular overall review of the planning and development process of the University.
- Section 4.** The Fiscal and Physical Properties Committee will monitor, evaluate, and formulate new directions and guidelines for the finances, properties and investments of the University. It will also supervise the fund raising activities of the University.
- Section 5.** The Investment Committee will optimize the earnings of Silliman University investible funds from any and all investment products and instruments without putting the principal in a compromising position, and to develop and deepen the financial relationship between the University, banks and other financial institutions to enhance credit accessibility and other reciprocal business.
- Section 6.** The Human Resource/Organizational Development Committee will monitor, evaluate, and formulate new directions and guidelines for the ranking, promotions, performance and over-all welfare of the Faculty and Staff of Silliman University.
- Section 7.** The Scholarship Committee shall study, formulate, and recommend to the Board of Trustees, guidelines, policies, rules and regulations for the implementation of the scholarship programs of the University.
- Section 8.** The Legal Committee, in consultation with the University General Counsel, shall give its comments when so requested by the Board of Trustees or the Administration on legal matters affecting the University arising from court cases filed/or may be filed, actions, activities or transactions participated in or involving the University.
- Section 9.** The Trustee Membership Committee shall administer the nominations to the Board of Trustees from all constituencies of the Board and shall undertake the orientation of the new Trustees.
- Section 10.** The Board of Trustees may create Special Committees whenever necessary.

ARTICLE V. MEETINGS

- Section 1.** There shall be two regular meetings, the first one to be held within the week of Founder's Day in August, and the second which shall be the Annual Meeting of the members of the Corporation and the Board of Trustees, within the last week of March when Commencement exercises shall be held at Silliman University. The regular meetings will be held at Silliman University, Dumaguete City.

Section 2. Special meetings of the Board of Trustees may be called by the Chairman and, in the absence of the chairman, by the Vice Chairman, and shall also be called by him upon written request of the President of the University, or of any two members of the Board of Trustees. Notices of all special meetings shall be sent by the fastest means possible, at least ten days in advance. Special meetings of the Board of Trustees may be held at any place within the Philippines.

ARTICLE VI. SEAL

Section 1. The corporation shall have a seal which shall be circular in shape and shall have inscribed on its face the words: “SILLIMAN UNIVERSITY, DUMAGUETE, PHILIPPINES. VIA VERITAS VITA.”

Fiscal Year – To start June 1 and ending May 31 of the following year.

ARTICLE VII. QUORUM

Section 1. At any regular meeting of the member of the Corporation or Board of Trustees a quorum of eight (8) members shall be required for the adoption of any motion or action upon the business, except that for which the law may require a larger number.

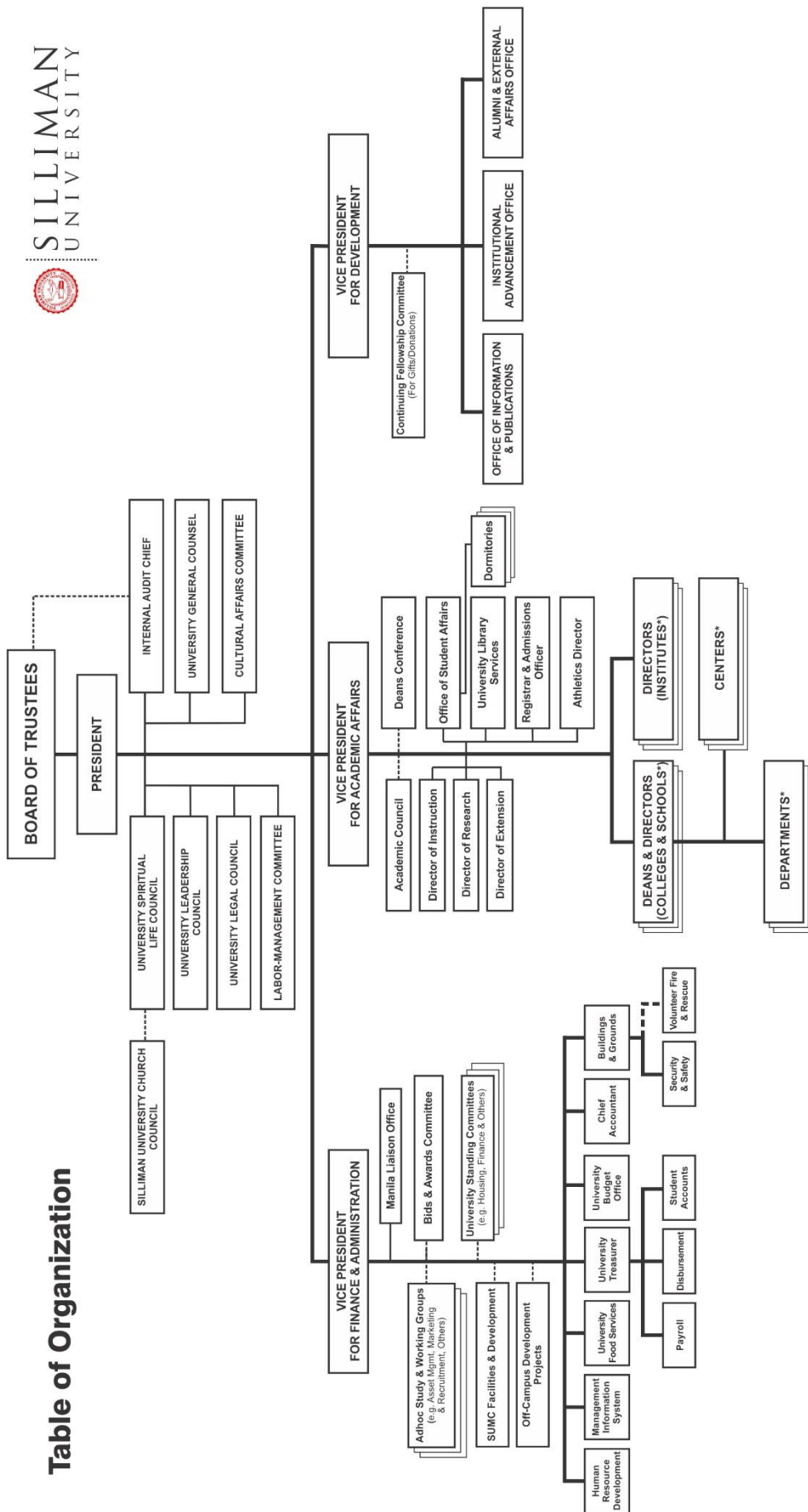
ARTICLES VIII. AMENDMENTS

Section 1. The By-Laws of the Corporation may be amended only in accordance with the provisions of the Corporation Law. It shall require a favorable vote of majority of the members and majority of the members of the Board of Trustees.

II

Administration

Table of Organization



* Refer to Table of Organization 1.1 (p. 40)

DUTIES AND FUNCTIONS OF ADMINISTRATIVE OFFICERS

THE PRESIDENT

Roles and Functions

1. The President is the executive head and official representative of the University; he/she is responsible for all phases of University activities.
2. The President is an ex-officio, non-voting member of the Board of Trustees.
3. He/she presides at the meeting of the general faculty and staff.
4. He/she implements the policies laid down by the Board of Trustees.
5. He/She represents the University administration to the Trustees and is the official medium of communication between members of the faculty and staff, and the Board of Trustees.
6. In cooperation with the Academic Council, and subject to the approval of the Board of Trustees, he/she determines educational policies of the University. Decisions involving policy from any division must be submitted to the President for final approval.
 - a. The President may meet, whenever he/she deems necessary, with the head and all or part of any division, or may, upon arrangement with the division head, call conferences across division lines.
 - b. He/she may serve as ex-officio member of any committee he/she may wish to attend with the privilege of expression but without vote.
 - c. Copies of the minutes of all committee meetings should be sent to the President as well as the corresponding division head.
7. The President shall have general responsibility for instruction and maintenance of high academic standards and discipline in the University. No student can be dismissed from the University without the approval of the President.

Powers and Responsibilities

1. As the officer solely responsible to the Board of Trustees for all University actions and activities, the President has the power to suspend any action of the Academic Council, Deans Conference, college, school, or any University entity, pending final decision by the Board of Trustees, which in his judgment should not be put into effect until it has been presented to and approved by the Trustees.
2. The President signs all contracts of appointments for teaching of staff positions. Promotions from temporary to regular status for teaching and staff positions, and promotions for teaching position to the rank of Assistant Professor, shall be made by the President. Promotion in rank from Assistant to Associate Professor and from Associate Professor to Professor shall be approved by the Board of Trustees upon the recommendation of the President.
3. The President receives requests for all major changes in the curriculum, and for additional courses or degrees submitted to him/her for approval.
4. The President exercises general supervision over-all fund-raising activities.
5. The President may delegate in writing, Presidential functions to any office or officer in accordance with the following:
 - a. In the absence of the President, the ranking Vice-President shall act as officer-in-charge of the University unless the President designates another University official to act as officer-in-charge of the Office of the President. The officer-in-charge shall be responsible for the management of University affairs in the name of the President, subject to the President's instructions and the policies of the Board.

- b. The President advises the Board of Trustees for approval about his absence or his leaves out of the country for a period of time.
6. Subject to the provisions of the By-Laws, the President may modify or disapprove any action or resolution of any college, faculty or administrative body whenever the larger interest of the University so require. Should such power be exercised, the President shall communicate the decision in writing to the Unit or Body immediately affected, stating the reasons for the action and forthwith inform the Board of Trustees, which may take any action it may deem appropriate within fifteen (15) days from receipt of such information.
7. The President shall preside at Commencement and other public exercises of the University, and confer such degrees and honors as are granted by the Board of Trustees.
8. The President shall submit a report to the Board of Trustees on the work of the past year and also submit an interim report at every regular meeting.
9. The President approves the annual and supplemental University budget before it is presented to the Board of Trustees for final approval.
10. Subject to safeguards that the Board of Trustees may impose, the President shall sign on behalf of the University, all contracts, deeds, and other instruments necessary for the proper conduct of the business of the University. However, in regular recurring undertakings and transactions where action is virtually recurring and ministerial, conditions and terms therefore having been fixed in the University budget, existing regulations and general laws, the President may direct in specified cases officers of the Administration or other University officials who may sign such documents.
11. The President shall approve service fees and fines upon recommendation of the University Finance Committee.
12. From the President, or from the Vice President concerned duly noted by the President, every matter, with the corresponding documentation, that require Board of Trustees action, shall be referred to the chairperson of the appropriate Board of Trustees committee with a copy furnished to the Chairman of the Board of Trustees. Unless the matter is earlier acted upon by the Board Executive Committee, the appropriate committee shall include it in its regular meetings' agenda and shall report in the next meeting of the Board.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

The VPAA shall:

1. be responsible, in collaboration with the Deans Conference, for the development and articulation of the academic program of the University as envisioned by and in consonance with the precepts set forth in the Mission Statement.
2. formulate rules and policies, in collaboration with the Deans Conference and the Academic Council, relative to the proper implementation and advancement of the academic objectives of the University.
3. pursue vigorously the ideals of excellence in all facets of academic life - instruction, research and extension - and achieve proper balance and coherence in these areas.
4. review and approve the recommendations of the Dean or Director for appointments to the teaching faculty before the President makes the appointment.
5. assess and approve, in collaboration with the Deans Conference, all promotions in rank and status of members of the faculty.
6. evaluate periodically the performance of the teaching faculty, as well as monitor the efficiency of all personnel under the academic division.
8. promote and support such activities as lectures, seminars, faculty forum, publication of journals, etc., that will elevate and strengthen the academic standards of the University.
7. oversee and administer, in collaboration with the Faculty Development Committee, the faculty development program of the University.

9. preside over the Deans Conference, Academic Council, and General Faculty Meeting, as well as serve as ex-officio member of University committees where the academic division needs representation.
10. collaborate with the Vice President for Administration in the continuing effort to attain financial viability.
11. submit to the Board of Trustees, through the President, a mid-year and annual report, and such other reports as may be required by the Board or the President.
12. perform such other functions as the President may delegate or authorize.

VICE PRESIDENT FOR FINANCE AND ADMINISTRATION

The VPFA shall:

1. be responsible for all financial matters of the University.
2. supervise the Treasurer's Office, including the Accounting Office.
3. prepare the budget for the office and submit it to the Budget Officer for collation.
4. develop and recommend administrative and personnel policies and programs based on reviews of departmental plans.
5. disseminate administrative policies and programs of departmental heads and ensure their proper implementation.
6. conduct a continuing review of administrative systems, procedures and operations as basis for control or corrective measures.
7. monitor the progress of implementation of the University plan and provide feedback especially when the plans of the various units need updating and/or revision.
8. oversee the management of business-oriented units and activities organizationally assigned to the division such as the Food Services Dept., Luce Auditorium, SU Press, SU Bookstore, Uytengsu Foundation Computer Center, and SU Farm. The continued viability of these units and their financial contribution to the University shall be the overriding concern.
9. develop, encourage and monitor new businesses, projects, and enterprises of the University that serve to augment its resource generation capability. Efforts shall be made to utilize existing assets which are presently idle and/or underutilized.
10. administer the real property of the University.
11. maximize the use and development of the University's human and material resources.
12. coordinate the establishment, and oversee the implementation of a campus development plan of the University which shall include, among others, campus zoning, infrastructure, and facilities development.
13. coordinate with other divisions in the conduct of University-wide programs and activities.
14. perform other duties that may be assigned or delegated by the President.

VICE PRESIDENT FOR DEVELOPMENT

The VPD shall:

1. be responsible for the monitoring and reviewing of strategic and development plans of the University and as such will spearhead the development of instruments to monitor systematically the progress of Silliman University along its mission, vision and goals.
2. as a viable support to the academic division, anchor the conceptualization, preparation and implementation of plans and activities for the expansion and institutional advancement of Silliman.
3. ensure and safeguard Silliman University's continuing presence, relevance and reach in the educational milieu as well as in nation-building.
4. seek out opportunities that add value to Silliman's resources through enduring relationships and collaborations with partner institutions, alumni and friends.

5. work closely with the academic and finance and administrative divisions to identify and prioritize the improvement and development of critical facilities required to enable the University to achieve its vision for academic excellence.
6. promote and elevate the level of University support from alumni and friends and creating close interactions with them in wider issues pertinent to Silliman's Institutional advancement and well-being.
7. pursue and nurture collaborations with alumni, friends and relationships with other institutions for financial support for development projects.
8. embark on an aggressive marketing campaign to include neighboring Asian countries

MINISTER TO THE UNIVERSITY

The Minister to the University shall:

1. serve as liaison officer between the Silliman University Church or any other entity of the UCCP and the University.
2. be responsible for providing the religious perspective undergirding the total life and program of the university community in both curricular and extra-curricular activities.
3. preside over all meetings of the University Religious Life Council.
4. facilitate the coordination of the activities of the Church with those of the entire University.
5. provide ongoing opportunities for religious growth and understanding, which undergird all of life, including intellectual growth.
6. present an annual report to the President on the program of activities of the Church and the University Religious Life Council.

UNIVERSITY GENERAL COUNSEL

The University General Counsel shall:

1. act as general counsel of the University on all legal matters.
2. represent and appear as counsel for the University in all litigations and proceedings before the courts, and administrative, labor and other fora.
3. serve as attorney, if so authorized, for members of the administration, faculty, and staff who may be sued in connection with their official responsibilities.
4. review and pass judgment upon the validity of any document, paper, or deed that may be referred to him/her.
5. provide advice to all University personnel and students in matters affecting their rights and obligations in school as well as under the laws of the land.
6. perform such other functions as may be assigned to him/her by the Board of Trustees and the President.

TREASURER

The Treasurer shall:

1. take custody of and safeguard all University funds, securities, bonds, financial instruments, real property and land titles and deeds and statements of equities. He/She is responsible of the financial aspects of real estate transactions of the university.
2. see to it that all cash funds are deposited in appropriate general operating or restricted bank accounts; formulates investment strategies to maximize earnings on temporarily excess or idle funds.
3. maintain banking arrangements and disburse the University's monies in accordance with and in pursuit of its purposes and objectives.

4. establish and execute programs for the provision of capital requirements by the University, including negotiations for the procurement of capital and maintaining the required financial arrangements.
5. manage students accounts receivables and report to the Vice President for Finance and Administration the status of the accounts and the collection thereof.
6. maintain adequate resources for the repayment of the University's borrowings and indebtedness.
7. oversee the preparation of the university payroll.
8. perform such other functions as the President may require or the Board may direct.

INTERNAL AUDIT CHIEF*

The IAC shall:

1. verify daily collection and remittance reports to ensure that:
 - a. all receipts are issued with Official Receipts and recorded in the books.
 - b. all collections are immediately deposited in appropriate general operating or restricted bank accounts.
2. verify disbursements processed by the Accounting Department to ensure that:
 - a. the basis of payment (requisitions, purchase orders, requests for cash advances, etc.) are properly authorized and approved;
 - b. vouchers/requests for payments are adequately supported with valid receipts and pertinent documents;
 - c. the disbursements are covered in the approved operating/capital budget, where applicable;
 - d. mathematical operations are accurate; and
 - e. the proper accounts are charged or credited as bases for the entry in the books.
3. conduct interim examinations of the financial statements of the University.
4. conduct operations and management audit of all income generating activities as well as of academic and operating units of the University.
5. examine the periodic financial statements and reports of project funds and conduct ocular inspections of project sites and activities.
6. conduct surprise cash counts and spot checking of inventories.
7. perform compliance tests of established internal accounting control systems and procedures of the University.
8. review the performance of all University committees.
9. evaluate from time to time the functions of the accounting staff of the University to determine conflicting duties, redundancy or overloading.
10. introduce from time to time new accounting and auditing guidelines or policies as may be determined necessary under specific circumstances.
11. render periodic reports to the President with a copy to the Board of Trustees on the findings and recommendations and actions taken or developed in the performance of the internal audit functions.
12. perform such other internal auditing duties as may be deemed necessary to protect University assets and curtail imprudence of University resources.

* Guided by the Internal Audit Charter and Protocol issued by the Board of Trustees dated 2015.

MANAGER, HUMAN RESOURCE DEVELOPMENT

The HRD Manager shall:

1. advise and give information to the President, and to all unit heads of the University, concerning all matters connected with the work life of employees of the University.

2. help in the formulation of policies, rules, programs, and procedures for the matters mentioned above.
3. assist the President, and all unit heads upon their request, in the recruitment and selection, including evaluation procedures such as preliminary interviews, tests, etc. of prospective faculty and staff members, and development programs relevant to the current and future needs of the University;
4. help plan and carry out programs of orientation and training for all University personnel.
5. conduct evaluation on the performance of University staff and assist the VPAA in evaluating teachers' efficiency.
6. upon request by the President or by division heads, shall advise them on matters concerning the transfer, promotion, demotion, or separation of faculty and staff members.
7. study, review and make necessary recommendations concerning employees' wages, benefits, privileges and other emoluments.
8. upon direction of the President, participate in the discussions or negotiations with Silliman University Faculty Association and Silliman University Staff Association, and may conduct investigation, mediation, conciliation or arbitrations in cases involving faculty and staff members.
9. evaluate all applicants for sick leave, vacation leave, social security, retirement, medicare, separation and hospitalization benefits.
10. consolidate, update, and maintain files and records of all faculty and staff of the University, including the SU Medical Center.
11. be the convenor of the Promotion Board and FSAS/SSDS Committee, as provided under SUFA and SUSA CBA with the Administration.

UNIVERSITY REGISTRAR

The University Registrar shall:

1. be the custodian of academic records of all students, government recognition papers, and such other documents that pertain to the approved curriculum. He/she shall keep a permanent, systematic, and convenient record of the grades and credits, together with other information that need to be recorded for each student.
2. assist the Vice President for Academic Affairs in the compliance of orders, circulars, and bulletin memoranda of the Government, and in the preparation of all reports required from time to time.
3. prepare reports required by the Department of Education, Culture and Sports, and the Commission on Higher Education (CHED). Upon consultation with the VPAA, He/She shall secure the assistance of the faculty or the administrative officials, as may be necessary, in the preparation of reports required from time to time.
4. consolidate the schedules of classes for each term, submitted by the deans and directors, for submission to the CHED.
5. issue an official transcript of records and transfer credentials of a student upon the latter's application and compliance with the rules and regulations of the government thereon. He/she shall certify to the authenticity of the student's records in a more expeditious manner, provided that necessary fees and regulations are complied with.
6. submit the reports on student-veterans as required by the United States Veterans Administration and the Philippine Veterans Board.
7. send the final grades of college students to parents or guardians.
8. prepare the yearly school calendars (elementary, high school, and college) for the general academic year.
9. send out the necessary information concerning the requirements for admissions of students to Silliman University.
10. coordinate the proper registration of students with the advice and assistance of college deans and school directors.

11. carry out a program of recruitment and selection of students in accordance with established policies of Silliman University.
12. assist the different offices involved in the registration of students.
13. evaluate the records of prospective students for admission and placement and counselling.
14. in cooperation with the Guidance Program of the Student Personnel Services, direct the administration of the Entrance and Guidance examinations for admission applicants.
15. check on study permits and immigration papers of alien students and submit the reports required by DECS, CHED and the Commission of Immigration and Deportation.
16. submit a list of honor students to the President for recognition during Honors Day.
17. evaluate each student's eligibility for graduation based on prescribed University courses and shall inform him/her of any need for adjustment of courses of instruction or study which he/she needs to take for his/her graduation, according to requirements prescribed by the government, and under the rules of the University.
18. in consultation with the respective deans, directors, or principals, recommend to the VPAA and to the DECS the approval of graduation of students.
19. check on the graduation honors for commencement and take charge of the preparation and issuance of diploma.
20. prepare and publish the commencement program, distribute the same to students, faculty and staff, public officials, and other friends of the University. (The Alumni Affairs Secretary shall have charge of the mailing of the programs to the alumni.)

CHIEF ACCOUNTANT

The Chief Accountant shall:

1. supervise the complete, accurate and timely recording, summarizing and reporting of financial transactions as well as the timely release of periodic financial statements.
2. check all journal vouchers before passing them out to the VPFA.
3. take charge of the Business and Finance Office in the absence of the VPFA and the Treasurer.
4. review the financial reports of auxiliary units and projects.
5. supervise the preparation of requirements for the financial auditor and external auditor.
6. serve as an alternative signatory for university issued checks and check vouchers.
7. perform other related functions required by the VPFA.

BUDGET OFFICER

The Budget Officer shall:

1. formulate assumptions and guidelines for the preparation of annual budget in accordance with total university plans and projections.
2. prepare the timetable for the preparation of the annual budget to ensure its completion within the time frame set forth by the BOT for their review and approval.
3. coordinate with various heads of departments/units in the development, review, and consolidation of effective annual budget.
 - a. Initiate discussion, coordinate, and review with department/unit head/s budget proposal for the year.
 - b. Review mathematical computations and accuracy of figures to ensure that the most recent financial assumptions are used.
 - c. Consolidate the budget proposals of the different departments/units for review of the VPFA and the Finance Committee.
4. act as advisor/resource person during budget hearings to be conducted by the Finance Committee.
5. effect changes resulting from the budget hearings and finalize the budget for final review of the VPFA and Finance Committee prior to submission to the President and the Board of Trustees for consideration and approval.

6. formulate policies in consultation with the VPFA and with the approval of the President and BOT on appropriations, realignments, and budgetary insertions.
7. monitor and control OPEX and CAPEX to ensure that spending by the various departments/units are within approved budget.
 - a. Certify as to the availability of budgetary allocation for expenses requested by the various departments/units.
 - b. Recommend approval or disapproval of certain budgetary requests which are not covered by specific allocation, depending on the urgency and the need of such requests as well as the availability of funds.
8. prepare periodic financial reports highlighting spending variances of each department/unit and provide management with a tool for analysis and decision-making as well as provide the units/departments with a means to monitor their spending in relation to their budget.
9. perform such other duties as may be deemed necessary to ensure budgetary control within the University.

SUPERINTENDENT, BUILDINGS AND GROUNDS

The BG Superintendent shall:

1. oversee all academic and non-academic plant and ground maintenance throughout the campus and its related properties.
2. supervise construction of new structures on campus property, renovation or rehabilitation of facilities, and the procurement of related necessary construction supplies, consistent with both building standards and the University procurement system.
3. ensure all University vehicles are in good working condition and are deployed accordingly based on purpose, use, and prioritization; purchases of university vehicles is also coursed through him/her.
4. handle both operations and maintenance of the power plant, instituting measures that strive for efficient use and conservation of electricity in both academic and co-curricular activities and, when feasible, the adoption of alternative sources of energy.
5. implement safety and security measures on campus, protecting the integrity of all physical assets and ensuring the safety and welfare of all members of the Silliman community and friends on campus.

DIRECTOR, INFORMATION AND PUBLICATIONS

The OIP Director shall:

1. oversee all aspects of external and internal communication of the University, ensuring consistency in the development and transmission of core messages, standard in the design and appeal of institutional materials, and cohesiveness of all marketing collaterals.
2. serve as the official Spokesperson of the University, coordinating with the Administration and critical sectors in the crafting of institutional positions and the implementation of crisis communication strategies.
3. handle University media relations and public relations, being the primary office managing the website, social media accounts, reportorial publications, such as the Annual Report, and official materials for print and broadcast.
4. monitor the operations of the student publications, the Weekly Sillimanian and Portal, facilitating a fair and comprehensive selection of their respective editorial boards through the University Publications Committee which he/she chairs.

5. manage the Printing and Publishing Unit (formerly Silliman Press), providing printing support services to all units in the University and assisting in the timely release of official University publications.
6. facilitate the hosting of University broadcast programs, including managing the *Silliman NetRadio* in coordination with key units in the university.
7. manage the Information Booth, coordinating requests for tours and orientations and providing accessible materials for easy reference to visitors and prospective students.
8. approve the setting up of University streamers on designated fences on campus and in non-university entities.

DIRECTOR, ALUMNI AND EXTERNAL AFFAIRS

The Alumni and External Affairs Director shall:

1. play a vital role in keeping the linkage and maintain beneficial relations between the alumni and the University, and promoting the interest of Silliman University to the Alumni.
2. report and articulate mutual interests and concerns of the alumni at large and the Silliman Alumni Associations, Inc. to the University through the University President. The President expresses University concerns to the alumni through the Office of Alumni and External Affairs.
3. keep the alumni records of the University and supervise a functional office of updating alumni records, and inputting of alumni programs in the computer.
5. keep a mailing list for disseminating information on various University programs, events, educational needs, and other features of importance and interest to the alumni; and in charge of sending out the Silliman University Calendar and Alumni Newsletter not only to alumni but also to University benefactors.
6. coordinate and assist in the yearly class reunions.
5. keep in touch with alumni regularly and maintain close contact with alumni through various means of communications.
7. coordinate the yearly University search for Outstanding Sillimanian Awards, and assist in the Alumni Association's election of alumni designates to the University Board of Trustees.
8. coordinate in the planning/preparation and execution of alumni program of activities during Founders Day celebrations.
9. facilitate student clearances and the dissemination of alumni information to students, particularly the graduating seniors.
10. assist in job placement and provide assistance to alumni jobseekers.
11. support the University campaign for recruitment of students, and help the University in raising funds from alumni.
12. visit different chapters of the Alumni Association to continually strengthen alumni network for Silliman University, to encourage cordial relations with the alumni, and foster loyalty and support to the Alma Mater. He/She shall also coordinate visits to the alumni chapters by the University President and other top administrators.

ATHLETICS DIRECTOR

The Athletics Director shall:

1. take charge of the entire extra-curricular sports activities of the University. It is his/her duty to select the coaches of various varsity sports being undertaken by the University.
2. be responsible for the representation of the University in both on-campus and off-campus athletic competitions.
3. in consultation with the VPAA and the various coaches, plan the program of the sports activities for the ensuing year.
4. recommend to the VPAA on matters involving athletic discipline.

5. recommend to the VPAA concerning the hiring, promotions, releasing and dismissal of the personnel in the program. He/she is responsible for the improvement of the performance of the coaches and personnel involved in the program.
6. prepare a regular annual report of the activities, problems, and make recommendations for the program.
7. see to it that all athletic facilities and equipment are in proper order and make the necessary representations for the up-keep and maintenance of such.
8. make the necessary recommendations for the coaches to be able to attend seminar and/or workshops to enhance their technical expertise on the various sports being undertaken by the University.

UNIVERSITY LIBRARIAN

The University Librarian shall:

1. act as the executive officer of the Library System.
2. plan, direct, supervise, and coordinate all functions and activities of the whole library system.
3. implement policies, rules, and regulations of the Library laid down by other University policy-making body and as approved by the Academic Council for the purpose of securing fair and optimum use of the library by students, faculty members, and other members of the University community.
4. participate in the planning of activities of the University Library Committee as an ex-officio member, and act as the secretary of the Committee.
5. make recommendations on all matters pertaining to status, promotion, change of position, or dismissal of members of the library staff.
6. guide the development of the book and non-book collections of the library.
7. assist the administration in securing gifts/donations for the library.
8. prepare and execute the annual budget for library operations.
9. submit an annual report to the Vice President for Academic Affairs, and such other reports as may be required by the administration from time to time.
10. sit in the Academic Council to represent the University vis-a-vis library users.
11. seek linkages with other libraries (networking).
12. be responsible and accountable to the University administration for the safekeeping of all library materials and equipment, including all essential library records.
13. seek advice of the University Library Committee on matters pertaining to library operations, policies and procedures affecting students and faculty members.

DIRECTOR, INSTRUCTIONAL MEDIA AND TECHNOLOGY CENTER

The IMTC Director shall:

1. plan and coordinate the activities of the Multimedia Center.
2. maintain essential records relevant to the Multimedia Center.
3. prepare and execute the MMC budget.
4. act on requests for the use of MMC facilities and resources.
5. assist teachers in preparing multimedia instructional materials.
6. monitor MMC services and supervises MMC staff for purposes of improving efficiency.
7. prepare and submit reports and statistics on the use of MMC facilities and resources
8. ensure security of the facilities and resources.

MANAGER, FOOD SERVICES DEPARTMENT

The Manager shall:

1. oversee the commissary and conventional food services in the University, ensuring high quality of food ingredients and dishes served in all its dining venues, the dormitories, and during catering for events.
2. supervise the preparation of menus and budgets for the Department's regular operations and catering, approving all requests for purchase, distribution and allocation of ingredients and related goods.
3. ensure compliance with standards of food storage, handling and preparation, and the upkeep and cleanliness of all kitchen facilities, equipment, and utensils.
4. coordinate with his/her supervisors in the assignment of cooks and other staff members, in the observance of food-related guidelines and the efficient preparation and delivery of food orders.
5. monitor all food kiosks on campus, implementing the same food guidelines.
6. prepare regular inventory of goods, submitting necessary financial reports to the Business and Finance Office along with the daily endorsement of cash sales.

DIRECTOR, MANAGEMENT INFORMATION SYSTEMS

The MIS Director shall:

1. manage and oversee the day-to-day operations of the MIS department, including systems development, server administration, network administration, computer and computer peripheral repairs, and maintenance and installation of local area network/Internet throughout the campus.
2. plan and develop necessary integrated and comprehensive computer systems that simplify the University's processes while providing convenient and practicality for end users.
3. conduct interview and gather functional requirements before actual coding; write computer programs or applications to handle specific jobs, such as inventory management, and storing or retrieving data.
4. update and maintain existing computer programs or software packages being used in the University.
5. consult with managerial and technical personnel to clarify program intent, identify problems and suggest changes.
6. correct errors in the program code by making appropriate changes and then rechecking the program to ensure that the desired results are produced.
7. conduct trial runs of programs and software applications to be sure they will produce the desired information and that the instructions are correct.
8. conduct end user training for new and updated programs or applications.
9. perform or direct revision, repair or expansion of existing programs to increase operating efficiency or adapt to new requirements.
10. write structures query language (SQL) codes and store procedures to be used by new and existing programs, and SQL queries to produce additional reports to be used by the accounting, finance, registrar and other departments.
11. install and configure application, file, backup, and database servers to ensure smooth and continuous transactional operations.
12. configure network switches, Wi-Fi controller and access points
13. monitor, upgrade and manage the network switches and from time to time, upgrade the various switches to improve efficiency.
14. configure access rules, content filtering, and security to the network security appliance or firewall.

DIRECTOR OF INSTRUCTION

The Director of Instruction shall:

1. facilitate the orientation for new staff and faculty (part-time and full time) in cooperation with the HRD.
2. assess priority needs in the area of teaching and learning of the faculty and conduct conferences, seminar- workshops and trainings based on these needs.
3. assist faculty members in the preparation of the production of educational communication media.
4. administer, process and disseminate the results of faculty evaluation (both qualitative and quantitative) to the principals, deans/directors with copies to the VPAA.
5. facilitate and monitor the production of syllabi.
6. review the Evaluation Instrument for faculty periodically.
7. initiate and monitor the review of the curriculum of the different disciplines in the University and propose innovations that are relevant to the needs of the country.
8. identify and establish linkages with other universities and agencies for the improvement of teaching, exchange programs, and special programs.

DIRECTOR OF RESEARCH

The Director for Research shall:

1. develop and enhance the research capabilities of the faculty and staff of the University.
2. develop a comprehensive University research program and thrust.
3. enhance the role of the University in research and development activities for national development.
4. serve as conduit between external agencies and the University.
5. facilitate the dissemination of information on the research capabilities and activities at Silliman University.

DIRECTOR OF EXTENSION

The Director for Extension shall:

1. identify existing technology of the various units/ departments/colleges that can be extended to the community.
2. provide manpower and linkages between and among the units/departments/colleges of the University.
3. establish a pool of accredited extension lecturers and speakers for fora, seminars and workshops.
4. assist the various units/departments, colleges in project proposal preparation and in sourcing of funds.
5. monitor and evaluate extension projects.
6. coordinate with local agencies as need arises.
7. create a model site for social laboratory.
8. coordinate all University-wide extension projects.

DEAN OF STUDENTS

The Dean of Students shall:

1. represent the interests of the students in various phases of University life.
2. serve as liaison between the students and the University administration.
3. keep a record of all college students in the University for general information purposes.
4. formulate rules and policies to be approved by the President affecting student life and conduct.
5. sign and issue identification cards to all college students.

6. in coordination with the Student Government and the Council of Student Organizations, approve the registration of all campus organizations and keep a list of all the officers of approved organizations.
7. approve lists of students leaving on athletic or academic course-related trips after securing the endorsements of the deans concerned and after checking basic requirements such as students insurance and the parents' consent, whenever needed.
8. act as general adviser to students or refer them for advice to other officers in the University who are best qualified to handle particular cases.
9. take up with the President serious cases pertaining to student conduct referred to him as Chairperson of the University Discipline Board.
10. notify the various deans and principals of those students advised by the Director of Student Health to have special treatment or to drop out of school due to serious illness.
11. preside over meetings of the Student Affairs Services Committee.
12. receive and forward to the President all recommendations for appointments, promotions, and dismissals processed within the Division of Student Affairs.
13. receive and forward with comments and recommendations all budgetary requests from all units within the Division to the VPAA.
14. prepare and present to the President annual reports incorporating and summarizing the reports of all units within the Division (Student Housing, Student Aid, Student Activities and the Student Center, Student Discipline Board, SU Mail Distribution Center, Student Health in coordination with Student Health Director of SUMC, ID Service).

DEANS CONFERENCE

The Deans Conference shall be composed of the Vice President for Academic Affairs, Deans of Colleges, Directors of Schools, Directors of Instruction, Research and Extension, and the Dean of Students.

The Deans Conference shall:

1. assist and collaborate with the Vice President for Academic Affairs in the development and implementation of the academic program of the University within the framework of the Mission Statement.
2. deliberate on and approve all rules and regulations pertaining to the administration and implementation of the educational policies for the faculty.
3. devise ways and means of improving or enhancing the teaching-learning process and the pursuit of scholarly endeavors among the members of the faculty.
4. approve and recommend to the Vice President for Academic Affairs all promotions in rank and tenure of members of the faculty.
5. serve and act as clearing house for problems involving Colleges and Schools, or other entities, where the issue or issues affect the academic division.
6. monitor and coordinate with the proper entity or officer of the University on the assignment or use of buildings, rooms, and facilities for educational purposes.
7. consult and collaborate with the Student Personnel Services Division on matters affecting the conduct, discipline, and academic activities of students.
8. sit and consult with the Finance Committee in regards to the judicious allocation of funds for the various units of the academic division vis-a-vis the other entities or units of the University.
9. initiate and develop innovative programs or proposals concerning instruction, research, and extension aimed at achieving coherent and common objectives.
10. invite and involve in its deliberations other officers and personnel of the University who can contribute to the formulation of policy decisions affecting the academic division.
11. be consulted and informed of any discussion and any decision involving policy.

DEANS AND DIRECTORS OF COLLEGES, SCHOOLS AND INSTITUTES

Within the limits of the University policies, the Dean or Director shall:

1. assume full responsibility for the formulation, refinement, and implementation of policies within his/her college or school.
2. cooperate with other Deans or Directors in working out the most favorable arrangements of classes and faculty assignments shared by two or more colleges or schools.
3. supervise the registration of students and their assignment to courses and classes, consulting, when necessary, with the records of the Registrar to ensure that a student takes the courses required for graduation. He/She shall grant permission to change courses and to recommend to the Registrar the carrying of extra units.
4. supervise activities related to the moral, physical, social and intellectual welfare of his/her students, in cooperation with his/her faculty and the Office of Student Affairs.
5. be responsible for the discipline of all students enrolled in his/her college/school and work with his/her department chair or teachers in maintaining proper classroom discipline. Where his/her students are involved, he/she automatically becomes a member of the Discipline Board through which he/she deals with discipline cases.
6. assume full and final responsibility, after consultation with department chairs concerned for recommending to the Vice President for Academic Affairs, the appointment, promotion, transfer, dismissal or retirement of members of his/her faculty and staff.
7. be responsible for the rating of teachers in his/her college/school/institutes; the supervision of the curriculum, courses, and methods of instruction; the implementation of the grading policy; and the use of syllabi in his/her college/school.
8. preside at all regular and special meetings of the entire faculty or his/her college/school/institute.
9. ensure that department chairs actively promote scholarship, creative activity, and harmonious relationships among teachers under them.
10. acquaint his/her department chairs and teachers with the rules and regulations of the University and the Department of Education, such as those concerning books, instructional materials, physical examinations, final examinations, teaching load, study load, and graduation requirements.
11. undertake instructional supervision of the department chairs.
12. inform the department chairs, for his/her faculty, of actions by, or matters under discussion, in the Academic Council or the Deans Conference, pertinent to his/her academic unit.
13. keep adequate and accurate records of matters of vital interest to the college/school /institutes.
14. present an annual report to the Vice President for Academic Affairs on the condition and needs of his/her college and such other reports as may be needed from time to time by the nature of his/her responsibility as administrator and supervisor.
15. be responsible for all the duties ordinarily assigned to department heads if the college does not have department heads.

Deans of Colleges and Directors of Schools and Institutes are appointed by the President for a three-year term. The Dean or Director may carry a 3-unit teaching load as part of the teaching responsibility as a dean/director. However, whenever necessary, he/she may carry an overload of up to 6 units with pay provided these are scheduled outside office hours.

Guidelines and Policies in the Selection of Deans and Directors

1. The Dean/Director shall possess the appropriate minimum academic requirements set by the Department of Education and/or Commission on Higher Education; preferably be a certified member of the UCCP or any evangelical church; of good moral character; believe in, and share the visions and goals of Silliman University, must be supportive of the ideals and objectives of the University; must not be deemed by the Board of Trustees as one whose interest is inimical or

antagonistic to that of the University; and be a team-player with the University President and the Board of Trustees on matters affecting the University.

2. The Dean/Director shall hold office not subject to term limits, save for the condition that the appointee holds the office on a non-permanent basis. He/she holds office at the pleasure of the Board of Trustees and, upon the recommendation of the University President, relieved for cause or for loss of confidence. Upon relief from office, he/she reverts to the position of faculty member or the position he/she held immediately prior to his/her appointment as dean, assistant dean, department chair or principal, until he or she reaches retirement age or terminated for just or authorized cause under the law.
3. The positions of Dean, Assistant Dean, Department Chair and Principal are classified as confidential positions. They are being entrusted with confidence on delicate matters, and/or the custody, handling or care, and protection of school assets and properties.
5. Before qualifying for and assuming the office of dean, assistant dean, department chair or principal, the appointee shall be required to file a union leave if he or she is a union member. By virtue of the confidentiality of his/her position, the appointee shall furthermore be required to disestablish himself or herself from the labor union during his/ her tenure as dean, assistant dean, department chair or principal. He/she resumes active union membership status after his or her relief from said office, assuming his/her original position as part of the bargaining unit.
4. During his/her tenure as dean, assistant dean, department chair or principal, the appointee shall be deemed on union leave if he/she was a union member at the time of appointment. Consistent with harmonious labor-management relationship, the labor union concerned shall be accordingly notified of any appointment to the office of the dean, assistant dean, department chair or principal affecting any member of the labor union.

DEPARTMENT CHAIRPERSONS

The Department Chairperson shall:

1. be part of the administrative set-up of the University, in an administrative office. It is his/her duty to call the teachers to departmental meetings, and to preside at such meetings.
2. be responsible for the official reports and records of his/her department.
3. in consultation with his/her dean and with teachers in his/her department, plan for the program of study within the department.
4. be responsible for the admission of students taking major or minor courses in his/her department, after counseling with students,
5. recommend to the dean matters involving academic deficiencies and student discipline.
6. recommend to the dean of his/her college the hiring, promotion, leaves and dismissal of personnel in the department.
7. be responsible for the improvement of instruction and the rating of teachers in his/her department through periodic classroom visitations.
8. encourage the regular attendance of teachers at interdepartmental, college and University meetings. He/she shall bring to such meetings the concern of the department and implement actions applicable to the department.
9. prepare the required reports on the activities, programs, problems and recommendations of the department.

Upon recommendation of the Deans and the Vice President for Academic Affairs, Department Chairpersons are appointed by the President for a three-year term, subject to reappointment. The

chairpersonship carries with it a 6-unit load per semester, excluding the summer session. Chairpersonship is not a “preparation” in considering the weight of course loads.

SUPERVISING PRINCIPAL

The Supervising Principal shall:

1. be responsible for the effective and efficient management and supervision of the school.
2. be responsible for the execution of the adopted educational policies and disciplines of his/her school.
3. be responsible for the formulation and implementation of operational policies within his/her school.
4. in consultation with the Dean of the College of Education, plan, monitor and evaluate the course/s of study and determine the selection and acquisition of school equipment and other instructional materials.
5. supervise the personnel of the school through periodic room visitation and conferences, and rate them on their competence, personality, and interpersonal relations.
6. recommend to the Vice President for Academic Affairs and Human Resource Department, through the Dean of the College of Education, for the selection, promotion, and dismissal of personnel in the school.
7. be responsible for programming activities for the professional and personal development of school personnel.
8. preside over meetings of his/her school and encourage attendance in meetings of the College of Education and the University whenever necessary.
9. keep adequate and accurate records of matters of vital interest in promoting efficient and effective administration, supervision and instruction in the school.
10. be responsible for the moral, physical, intellectual and social welfare and discipline of the students in cooperation with the faculty and staff of the school.
11. prepare, after consultation with the faculty, the budgetary reports for the school which shall be submitted to the VPAA/VPFA through the College of Education Dean, for each succeeding academic year.
12. share control over student teaching in the laboratory school with the Dean of the College of Education and the Supervisor of Student Teaching.
13. represent the school, or appoint a representative, in official and/or social functions where representation is required.

COUNCILS AND COMMITTEES

Section 1 - COUNCILS AND COMMITTEES

The major Councils and Committees are the following:

Academic Council
Graduate School Council
University Leadership Council
University Spiritual Life Council
Athletics Committee
Campus Beautification Committee
Cultural Affairs Committee
Curriculum Committee

Faculty Development Committee
Finance Committee
Housing Committee
Labor-Management Committee
Library Committee
Personnel Committee
Publications Committee
Staff Development Committee

Special or ad hoc committees may be created at any time by the President to handle urgent, delicate matters, and/or conduct investigation or special study as the exigencies may require.

Section 2 - COMPOSITION, ROLES, AND FUNCTIONS

The election or appointments to Councils or Committees usually take place at the beginning of each academic year, subject to the following conditions:

1. Nominations for the annually-elected committee, etc. membership shall be made by a nominating committee of three, one appointed by the President and two elected by the General Faculty and Staff. It shall be the duty of this committee to nominate at least two candidates for each elective position and to present nominations in the form of a ballot, with space for further nominations from the floor.
1. Each committee, etc. shall have a chairperson and a secretary. The incoming chairperson must have been a member of the committee during the preceding year. The method of selection of officers will vary with the individual committees.
2. Scheduled meetings should be attended by each member concerned. Such meetings are called because they are important and full attendance is expected. Active participation in faculty and staff committee work is recorded in the personnel file.
3. The secretary shall keep a permanent record of the proceedings of the committee and shall furnish copies to the President and other Administrative Officers to whom the committee is responsible.
4. The authority, responsibility and terms of office of members of each committee vary and are defined in the various statements of committee functions.
5. The members of each committee shall hold office until their successors are appointed or elected.
6. Meetings of the committee may be called by the chairperson or at the request of a majority of the members of the committee. In the absence of the chair, those present may elect a temporary chairperson.
7. Reports of standing or ad hoc appointed to do a particular task shall be made to the entity to whom they are responsible. All ad hoc committee recommendations shall, as a rule, be distributed to all concerned before the meeting to act on such recommendations.

ACADEMIC COUNCIL

Composition

Regulars: The regular bona-fide members of the Academic Council are all those with the rank of full or associate professors. They enjoy the right to participate and vote in all decision-making.

Associates: Visiting Professors and Members of the Deans Conference who are not regular members. They may participate in the deliberations, but they cannot exercise the right to vote.

The Vice President for Academic Affairs shall be the presiding officer of the Council. The University President sits as ex-officio.

The body elects a Vice Chairperson and Secretary during the first session of each school year.

Functions and Responsibilities

The Academic Council formulates policies for the Academic Division of the University and has the following functions:

1. Adopt policies to promote high standards of instruction.
2. Review courses of study, teaching materials, and instructional procedures.
3. Approve new courses or the discontinuance of old ones.
4. Set policies on:
 - a. Scholarship requirements;
 - b. Admissions;
 - c. Grading systems;
 - d. Graduation requirements;
 - e. The library;
 - f. The guidance program; and
 - g. Merit systems.
5. Recommend:
 - a. Candidates for honorary degrees.
 - b. Nominees for Outstanding Sillimanians of the year (in conjunction with the Silliman University Alumni Association, Inc.)
6. Recommend changes in the administrative set-up of the academic division.
7. Perform such other inherent functions and responsibilities.

GRADUATE SCHOOL COUNCIL

Composition

The Graduate School Council is made up of Deans and Heads of the Departments or Colleges offering graduate work appointed by the VPAA upon the recommendation of the Dean of the Graduate School with consultation among the Deans.

The Graduate School Dean is the Chairperson of the Council. In situations where there is a need for expertise in any particular field of study, the Graduate Council may invite the unit head concerned. The Secretary of the Graduate School serves as Secretary of the Council.

Functions and Responsibilities

The Graduate School Council has the following functions and responsibilities:

1. Formulate and recommend academic and major administrative policies for the Graduate School.
2. Decide on the eligibility for graduation of a candidate whose performance - in comprehensive examinations in his thesis - is under question. Any such question should ordinarily come from any faculty member of the department in which the candidate is working, and this is coursed through the Coordinator of the Graduate School.
3. Approve courses proposed for graduate credits, as well as new degree programs for the Graduate School, and to recommend them to the Academic Council for approval.
4. Determine guidelines in the allocation of Graduate teaching assistantships specifically funded by the University for the Graduate School.
5. Counsel with the Dean of the Graduate School on all important matters pertaining to the welfare, improvement, and development of the School and its program.
6. Review for approval or disapproval the study program of any unit in the Graduate School.

7. Through the Dean of the Graduate School, will review, for approval or disapproval the appointment of any person to teach graduate level courses under the Graduate School. In case of question, it shall be brought to the Graduate Council.
8. Perform such other inherent functions and responsibilities.

Relation to Academic Council

All recommendations of an academic nature (e.g., new degree, programs), that originate in the Graduate, School Council and directed to the President and Board of Trustees, will be submitted to the Academic Council for endorsement.

UNIVERSITY LEADERSHIP COUNCIL

Composition

The Council is composed of all members of the Administration, Deans Conference, and representatives of the Student Government, Silliman University Faculty Association, Silliman University Staff Association and the campus publication, *the Weekly Sillimanian*. It meets regularly, usually before and after every meeting of the Board of Trustees. The President presides all Council meetings.

Functions and Responsibilities

The Council is the ultimate vetting body of the University. It deliberates on issues, plans and other developments on the University. On matter requiring Board action, the Council is consulted on pertinent decisions that the University may need to make or endorse to the Board for approval. It shall also perform such other inherent functions and responsibilities.

UNIVERSITY SPIRITUAL LIFE COUNCIL

Composition

The Council is composed of: University Pastor, Associate Pastor, Dean of the Divinity School, Chairman of the Department of Philosophy and Religion, Dean of Students, Director of the Office of Information and Publications, and representative from the School of Basic Education and the Student Government.

Functions and Responsibilities

The Council has the following functions and duties:

1. To promote interdisciplinary and integrative encounters among faculty, staff and students and to make sure that the Christian faith is the focus in these encounters.
2. To promote among faculty and students the efforts at integrating the classroom learning with questions of life, particularly as these questions deal with life's meaning, ethical and moral choices on personal and social levels.
3. To plan and sponsor activities which foster religious growth among the members of the University community, which help to realize the above objective. Such activities might include the following: annual faculty and staff retreats, convocations with special speakers (primarily for students), conferences and meetings for faculty and staff members as well as student working with other organizations on campus, Religious Life Emphasis Week.

4. To make recommendations to the proper body of the University regarding requests for any religious activity to be held on campus.

ATHLETICS COMMITTEE

Composition

The Committee is composed of the Athletics Director, Dean of Students, Director of Alumni Affairs, a faculty representative from the combined colleges, a staff representative, a representative from the Student Government, and the Vice President for Academic Affairs (ex-officio).

Faculty, staff and student representatives will serve for one year each. The members shall elect the officers.

Functions and Responsibilities

The Committee has the following functions:

1. Formulates rules and policies for carrying out the athletic program of the University.
2. Advises the Chairperson of the Department of Physical Education and Director of Athletics on matters affecting the athletic program of the University.
3. Recommends the annual budget for the athletic program of the University to the Finance Committee.
4. Acts on matters pertaining to the athletic program of the University.

CAMPUS BEAUTIFICATION COMMITTEE

Composition

The Committee, which serves as the advisory committee to the Superintendent of Buildings and Grounds, is composed of at least four (4) faculty and staff members and two (2) students, all appointed by the President, in addition to the Superintendent of Buildings and Grounds.

Functions and Responsibilities

1. To make recommendations concerning campus beautification for items such as care of plants, trimming of hedges and plants, bench arrangements, parking of vehicles, placement of bulletin boards, trash and paper containers, etc.
2. To make landscaping plans for new planting areas.
3. To secure the cooperation of campus organizations in the care and clean-up of the campus.
4. After consultation with the Superintendent of Buildings and Grounds, to assume supervisory duties on some physical aspects of the campus as may be deemed necessary.

CULTURAL AFFAIRS COMMITTEE

Composition

In addition to the Dean of the College of Performing Arts, the technical director of the Luce Auditorium, the Dean of Student Affairs and the Student Government representative, the Committee is composed of five (5) other members who shall be appointed by the President before the end of the

second semester to enable the members to plan the cultural affairs program of the University early, especially Founders Day presentations which are scheduled in the 1st semester.

The President will appoint the chairperson.

Functions and Responsibilities

The Committee has the following functions:

1. In charge of bringing to Silliman University and the Dumaguete community various cultural presentations aimed at exposing them, especially students, to all the arts.
2. Help promote Philippine culture by especially promoting Filipino artists.
3. Screen and/or audition University performing groups who wish to perform outside of the University and make proper recommendations to the University President.
4. Screen and schedule all cultural presentations in the Luce Auditorium, Silliman Gymnasium, or elsewhere on the campus. All student activities should be cleared with the Student Personnel Office.
5. Shall perform such other inherent functions and responsibilities.

FINANCE COMMITTEE

Composition

The Committee is composed of the Treasurer (Chair), three (3) members elected by the Faculty-Staff, two (2) members appointed by the VPA, one representative each from SUFA and SUSA. The President shall be an ex-officio member.

Functions and Responsibilities

The Committee has the following duties:

1. To act as an advisory body to the President on matters concerning the annual university budget.
2. To study and recommend to the President, through the VPA, ways and means to increase income and effect economy.
3. To perform such other inherent functions and responsibilities.

HOUSING COMMITTEE

Composition

The Committee shall be composed of the VPFA, Chairman of the Faculty-Staff Personnel Committee, Manager, HRD Office, one (1) member appointed by the President, one (1) member elected by the faculty, one (1) member elected by the staff, the Superintendent of Buildings and Grounds, one representative each from SUFA and SUSA. The members elect their officers.

Except for those who by virtue for their position are and will continue to serve as members, other members shall serve for one year. University-owned housing assignments are reviewed annually during the month after the close of the regular school year. Faculty or staff wanting a chance of housing assignment or asking for housing should submit or renew request at this time in order to be considered.

Functions and Responsibilities

The Committee has the following duties and responsibilities:

1. Act as advisory committee to the President on housing for faculty and staff (including visiting professors).
2. Study the needs of faculty and staff for housing and recommend policies and programs for housing.
3. Assign houses and room spaces to faculty and staff and visitors (following systems and procedures established by the committee and approved by the President), including anyone who stays at the University for more than one month.
4. Keep an up-to-date information on housing available in the community, sources of funds for housing loans, etc.
5. See that proper provision is made for furnishings for visitors to whom the University has promised such accommodations.
6. Supervise the use of the University-owned vacation houses.
7. Recommend policies concerning the use of campus houses.
8. Recommend maintenance fees for occupancy in campus houses.
9. Shall perform such other inherent functions and responsibilities.

LABOR-MANAGEMENT COMMITTEE

The Primer on Plant-Level Labor-Management Cooperation Program published by the National Conciliation and Mediation Board of the Department of Labor and Employment enumerates a number of benefits that can be derived from the creation of an LMC.

On the part of labor, the following benefits or advantages may be derived:

1. An opportunity on the part of labor to participate in policy and decision-making process;
2. A channel of communication to top management;
3. A means to make inputs in solving operational problems and management plans affecting workers in the workplace;
4. Avenues for employees to air complaints that cannot be appropriately addressed in the grievance procedure;
5. Opportunity to demonstrate that the union is a responsible organization with a constructive role to play beyond the traditional contract negotiations and grievance settlement; and
6. Opportunity for self-improvement and on-the-job leadership training

On the part of management, the following advantages may be derived:

1. A forum to share information about business conditions, quality problems, product development and other matters that demonstrate the role of employees in the success of the enterprise;
2. An opportunity for advanced discussion of operational problems and plans, particularly those affecting employee work schedule, overtime, lay-off, transfer, etc.;
3. A means to relate with the union without being bogged down in labor relation issues;
4. Opportunity to demonstrate responsiveness to constructive suggestions and valid complaints of employees in improving the workplace;
5. Means to tap the large reservoir of know-how and creativeness of employees.
6. A channel of communication with employees; and
7. Enhancement of human factor in organizational effectiveness.

Operative Principles

Communication and participation are two key principles that are involved in the operationalization of an LMC. Communication lies at the very core of employee-employer relations and therefore plays a very important role in the relationship. Communication enables both parties to offer feedback and information relative to existing conditions and the various work-related policies. It provides for free flow of ideas between labor and management on matters that affect both of them.

LMC in Silliman University: Scope and Structure

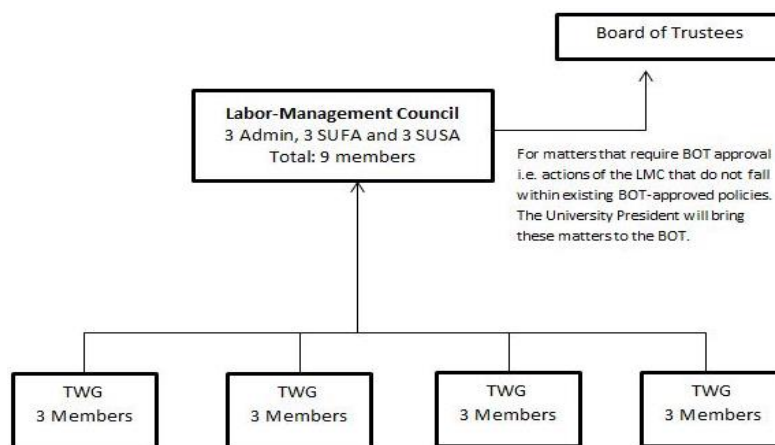
Guided by the foregoing principles, the establishment of Labor-Management Committee in Silliman will make the University more robust, and more responsive in addressing employee and management-related concerns.

It bears pointing that the establishment of an LMC is not intended to supplant or replace the unions. Nor does it delve into matters already covered by their respective collective bargaining agreements. Thus, in Silliman University, the unions (SUFA and SUSA) will continue to exist and will remain to be contractually bound to the collective bargaining agreement they signed with the Administration.

The LMC in the University will be “tripartite” in nature with the position of presiding officer rotated among its members. In other words, the LMC will be composed of representatives from the Administration, the SUFA and the SUSA with each of the three sectors having three representatives each, or a total of nine. One of the members of both SUFA and SUSA must be the president of the union. On the part of the Administration, the University President will sit as one of the representatives for Administration.

Furthermore, various technical working groups or TWGs will be under the LMC. The TWGs will focus on specific areas of concern. Each TWG will have three members coming from the three sectors and will have a chairperson to be rotated amongst themselves. Each TWG shall report to the LMC. Their findings are recommendatory in nature, and are subject to discussion and approval by the LMC. Recommendations to be made by the TWGs shall be consensus-based, not a quorum or majority-based. The same goes with the LMC proper. Insofar as the LMC is concerned, the latter may decide on matters that fall within existing University or BOT-approved policies. However, if its action does not fall within any existing policy approved by the BOT, its action will require the approval of the BOT before it can be implemented.

Its structure may be illustrated as follows:



To reiterate, the LMC will only deal on matters not covered by collective bargaining agreements.

In addition, institutional courtesies will have to be respected. In other words, matters that properly fall within the domain of each of the unions will not be touched by the LMC. These matters may be spelled out in more detail as discussions regarding the LMC progresses.

LIBRARY COMMITTEE

Composition

The Committee shall be composed of representatives of each school or college or academic entity of the University. The members shall serve for a period of one year. The Vice President for Academic Affairs and the University Librarian will serve as ex-officio members, the latter serving as secretary of the Committee. The Chair shall be elected by the Committee at the first meeting of each academic year.

Functions and Responsibilities

The Committee has the following duties and functions:

1. Serve as an advisory committee to the University President on matters affecting the library.
2. Recommend faculty action on matters pertaining to the effective and maximum use of library resources and facilities by our students as well as teachers, reference books, periodicals and other library materials; policies on the procedures for requesting materials to be placed on reserve for various courses; policies and procedures on inter-library loan of books and other library materials; library orientation on the use of books and libraries, particularly for freshman college students, etc.
3. Suggest to the Librarian improvement of library services to the students and faculty/staff.
4. Perform such other inherent functions and responsibilities.

PERSONNEL COMMITTEE

Composition

The Committee shall be composed of three members elected from among the faculty by the general faculty; three members elected from among the staff by the general staff; three members appointed by the President; one representative each from the SUFA and SUSA; and the HRD Manager as ex-officio member.

During the first election for membership of this Committee, the first two faculty/staff who get the highest number of votes shall serve for a period of 2 years and the last one who gets the lowest shall serve a term of 1 year.

Functions and Responsibilities

The Committee has the following duties and functions:

1. Serve as an advisory committee to the President on matters concerning personnel problems or the welfare of the faculty and staff.
2. Review all first-year and subsequent appointments of faculty and staff on the basis of their performance, character and reputation referred to the Committee by the HRD Manager who shall advise the President regarding their reappointment.
3. Recommend measures of enhancing the competence of the faculty and staff and bring to the attention of the President any matter or problem that might, if left uncorrected, harm the good name of the University or its personnel.
4. Investigate and consider cases involving the moral, professional and occupational conduct of Silliman University employees officially referred to it by the President and to recommend what course of action to be taken.

5. Study and recommend to the President needed changes in salary scale, policies regarding sick leave or other leaves of absence, pensions, insurance, retirement, and all other policies affecting the interests of the faculty and staff that may be recommended by the Union concerned.
6. Assist the President and HRD Office in planning the orientation program for all new faculty and staff members.
7. Seek ways and means of improving faculty and staff relationships and strengthening the bonds of unity of faculty-staff and the administration on their great common task of pursuing the mission of the University.
8. Perform such other inherent functions and responsibilities.

PUBLICATIONS COMMITTEE

Composition

The VPAA, upon the recommendation of the Director of Information and Publications, shall appoint two faculty members, two staff members, and two students recommended by the Student Government. The Director of Information and Publications serves as ex-officio chair.

Functions and Responsibilities

The duties/functions of the Committee are the following:

1. Act as advisory body on policies and other matters concerning all University publications except the Silliman Journal, which operates independently under its own Editorial Board, and the Sands and Coral which operates on a separate budget under the English Department.
2. Reappraise periodically the general policies governing University publications and offer recommendations.
3. Approve the annual budgets proposed by student publications and furnish the VPFA a copy of said approved budget.
4. Act upon requests for publications by various entities of the University.
5. Recommend faculty or staff members to the President for appointment (or release) as advisers to student publications;
6. Have general supervision over faculty advisers and student publications.
7. Appoint editors, assistant or associate editors, and business managers of the various student publications, after a qualifying competitive examination and interview shall have been administered and conducted.
8. Perform such other inherent functions and responsibilities.

STAFF DEVELOPMENT COMMITTEE

Composition

The Committee shall be composed of three staff members to be elected by the general staff for a term of two years; two from the general staff; two staff members appointed by the President to serve for a one-year term; and the HRD Manager.

Functions and Responsibilities

The Committee shall have the following functions:

1. To study, define and plan a program of training and development of staff members in the University.
2. To lay down policies and procedures in the selection of staff members who will undergo training and development.
3. To consider and approve applications of staff members for training and development programs conducted outside the University whether supported by University funds or by the applicant's own funds.
4. To allocate whatever funds may be available for staff development in the University taking into account the needs of the department, the qualifications and capability of the staff member and his place in the University set-up. All actions of the committee concerning the approval or disapproval of applications for staff development shall be subject to review by the President.

STUDENT AID COMMITTEE

Composition

The Committee is composed of the Registrar, Dean of Students, Scholarships Coordinator, Student Accounts Officer, a representative each from SUFA and SUSA, an appointee of the President upon the recommendation of the Dean of Students, and the president of the Student Government.

Functions and Responsibilities

1. Make recommendations concerning the policies for all scholarships, grants-in-aid, work program, special aids, and the loan funds, and the terms under which they should operate. .
2. Formulate detailed rules and regulations regarding the student aid program.
3. Receive, select and approve applications for scholarships, grants-in-aid, special aids, and loan fund borrowers, interviewing applicants if and when necessary.
4. Receive requests, consult and assist department heads to obtain the work students desired.
5. Check the scholarships of all students receiving aids before and after such aids have been granted and drop from the list those who do not meet the standard grades or requirements, notifying the students and the Department Chair, in the case of work students.
6. Make a complete list every semester of accepted scholars, aids, work recipients, and loan-fund borrowers, classified under their various designated categories and to furnish copies of such list to the President, VPAA, and the Dean of Students.

TEXTBOOK AND SYLLABI COMMITTEE

Silliman University actively encourages authorship of academic works by the faculty and staff, including the provision of incentives. This is in line with Presidential Decree 687, Section 8 which reads: "The Textbook Board shall, as a matter of policy, encourage the writing of textbooks for Philippine schools ... using such Philippine sources of subject materials as will develop in pupils and students a deeper sense of nationalism, respect for Philippine institution; appreciation of our cultural heritage."

Composition

The Textbook and Syllabi Committee shall be composed of three members. It may co-opt one or two other members from appropriate units of the University for purpose of advice and consultation.

Functions and Responsibilities

Shall recommend policies governing textbooks, syllabi, and 'similar instructional materials produced at Silliman University, in accordance with the Philippine Textbook Law as amended. As a standing committee of the Academic Council, its actions shall be subject to the approval of the Council.

Textbooks

1. The following procedures are to be followed by faculty or staff members preparing to author academic works: (a) submit a written statement of intent shall be submitted to the Academic Council by the prospective author(s) through the Textbook and Syllabi Committee; (b) submit a proposal, including:

Proposed title of the book or monograph;
General category or type of book;
Justification for the proposed work;
University courses, if any, to be served; and
Outline of the content of the proposed book.

2. Upon approval of the project by the Academic Council, the committee shall work with the prospective authors in regard to the following arrangements: (a) If the book is written entirely outside University time, 15% royalty shall go to the author(s); (b) If the University grants time for the writing, the author(s) shall evenly divide the royalties with the University until 1-1/2 times the investment of the University shall have been paid. Thereafter, the author(s) shall receive all royalties.

Syllabi

1. All syllabi should be approved by the Department Chairperson and the Dean of the college.
2. When formal endorsement of the Chairperson and Dean is not granted, the author(s) may appeal directly to the Textbook and Syllabi Committee.
3. The syllabi should be mimeographed or printed by the University Press.
4. Royalty shall be arranged between the writers and the publisher.
5. The syllabi will then be sold to the students only by the Silliman University Bookstore at reasonable "middle-man's" margin thereby encouraging writing/publishing efforts and protecting students from virtual rip-offs.

**Table
of Organization 1.1**



III

Academic

ACADEMIC DIVISION

The faculty and staff of each college or school shall meet at least once every two months, with the dean or director as the presiding officer. Copies of the minutes which shall include the date of meeting, roll call, and official actions, with copies of accepted reports should be sent by the dean or director to the Vice President for Academic Affairs for the latter to present all approved recommendations to the Deans Conference, Academic Council, or President as may be necessary.

The primary duties and responsibilities of the Faculty include the following: improvement of instruction within the college, policies of the college, college standards to be maintained, individual faculty relationships with students, co-teachers, staff and superiors, and other matters relating to the teaching and welfare of the college. The faculty may organize such special committees as it deems appropriate for further study of problems or recommendations presented in faculty meetings.

I. PREPARATION OF CURRICULA

All academic units are responsible for the preparation of curricula, and shall carefully order and edit their announcements – schedule of courses, description of courses, list of offerings, etc. All academic units should comply with understood guidelines such as the following:

1. In numbering, odd numbers should be used for first semester courses and even numbers for second semester courses.
2. Courses should be appropriately scheduled for each level.
3. Course codes with accompanying short descriptive titles should be clearly indicated in the curriculum, grading sheets, catalogue, transcript of records and other pertinent documents.
4. Sequencing of subjects or courses in the curriculum should adhere as closely as possible to the CHED or DepEd order of subjects.
5. Number of lecture and laboratory hours should be clearly indicated.
6. New and revised program proposals must emanate from the appropriate department of the college. The college then submits the proposal to the VPAA. The VPAA endorses the proposal to the Curriculum Committee of the Academic Council for study that shall then recommend the same to the Academic Council en banc. If warranted, the Academic Council endorses the proposal to the President for appropriate action.
7. The Registrar shall endorse the approved new or revised curriculum to the proper government agency.

II. PREPARATION OF LOAD

Section 1 - TEACHING LOAD

The normal teaching load of a University faculty shall be as stipulated in the SU-SUFA CBA. Unless for compelling reasons, as determined by the VPAA in coordination with HRD, in no case shall the total academic load of a faculty exceed the maximum units as stipulated by university policy and or the MORPHE.

Teaching assignments, including the number of preparations outside a faculty member's home unit, shall be considered in the computation of the total teaching load. Any excess is treated as an overload.

Where there is a need for a faculty to teach in different academic units, the requesting dean shall make arrangements with the dean of the faculty's home unit.

Service shall be for the entire academic year of approximately ten (10) months, beginning with the first day of registration and continuing through Commencement. All members of the faculty must report to their deans or department heads during the month of May, or at the latest, a week before the first day of registration, for assignment as registration officials or advisers or for other tasks in their own departments.

Guidance counselors should teach no more than six (6) units.

Section 2 - SUMMER CLASSES

- A. Offerings – Subjects that are offered during the summer term are only those that are indicated in the curriculum or identified by the dean for the purpose of providing the student an opportunity to graduate within that term. As a general rule, subjects offered in a regular semester could not be offered in the summer term.
- B. Load – Only regular faculty can be assigned a teaching load in the summer term, unless no regular faculty is available to teach.

Department chairpersons and coordinators are expected to carry out their functions even during the summer term, in accordance with the terms of their appointments.

Section 3 - OVERLOAD

Overload is any load in excess of the regular load as stipulated in the Collective Bargaining Agreement.

Section 4 - NON-TEACHING LOAD

The University allows assignment of non-teaching load of a maximum of 9 units for administrative duties, coordinatorship, research, extension and other specific load like library, computer maintenance, among others.

Section 5 - SUBSTITUTES OF TEACHERS ONSICK LEAVE

If a teacher will be absent for more than one week due to illness, a substitute may be appointed immediately after the first week of absence. In the case of the School of Basic Education, the substitute may be appointed immediately upon notice of absence.

Section 6 - TUTORIAL POLICY

Definition

Tutorial class is one which is:

- a. An off-semester offering
- b. Requested by the students through a formal letter to the Dean/Director
- c. The number of students in the class is less than the break-even size as determined herein
- d. One which is certified by the Dean/Director as necessary for graduation for those requesting for it

If condition above is not satisfied, then the class may be considered a regular class.

A course which is a regular semester offering for the semester is considered a regular load regardless of class size.

As a matter of policy, tutorial class is discouraged.

Faculty Compensation

- a. Faculty compensation for tutorial class should not be more than the equivalent pay for the corresponding load.
- b. Compensation should be integrated in the regular pay of the faculty.
- c. Compensation for faculty should be computed in the manner described herein.

Computation

- a. Break-even class size. The break-even class size is determined by the corresponding equivalent load of the faculty, the number of units for the tutorial class and the tuition rate for the course.

S – equivalent salary for the load per semester

R – tuition rate

U – number of units

I – income

E – expenses

N – number of students at break-even

n – number of students enrolled in the class

A – amount due for the class

a – amount due per student enrolled in the class

s – amount due the faculty

$$I = E$$

$$I = URN$$

$$E = S + .31$$

$$\therefore S = .7URN$$

$$N = \frac{S}{.7UR}$$

For a 3-unit subject: $N = \frac{S}{2.1 R}$

For a 5-unit subject: $N = \frac{S}{3.5 R}$

- b. Student assessment. As per Deans Conference Action 2000-01:22, students enrolled in the tutorial class should be assessed the amount equivalent to one student less than the break-even class.

The computation for the amount for each student in the tutorial should be:

$$A = UR (N-1)$$

$$a = \frac{A}{n} = \frac{UR (N-1)}{n}$$

- c. Faculty computation. Under the existing University policy, faculty compensation is computed as 70% of the income derived from the class. Hence:

$$S = .7 UR (N-1)$$

Charges

Charges for students in the tutorial class should be integrated in the student account. To facilitate the process, the faculty concern should submit to the Dean's/Director's office the names of the students in the class with their corresponding signatures not later than one week after the commencement of the class. The document should also be signed by the faculty concerned.

The Dean/Director should submit the list – a copy of which is retained by the office – to the VPAA for verification and final approval.

The copy submitted to the VPAA should include the amount that each student should be charged and the corresponding compensation for the faculty.

This is then submitted to the Business and Finance Office for implementation.

III. CLASSES

Section 1 - CHANGES IN CLASS-HOUR OR ROOM SCHEDULE

After the class-hour schedule has been published, no change in schedule hours shall be made without the approval of the Dean.

All changes in schedule and use of classrooms should be reported by the Dean/Director to the Vice President for Academic Affairs and the Registrar.

Section 2 - CLASS ATTENDANCE

All teachers are expected to be present on time at each class. Classes should never be dismissed before the scheduled time for dismissal. Also, each class must be carried through to the end of the appointed schedule of days. Teachers will not be paid for classes missed.

If for some unavoidable reasons the teacher is unable to meet his/her class, he/she should report this fact to his/her dean, department chairperson, or principal and arrangements will be made for someone to meet his/her class.

Section 3 - CLASS PREPARATION

Ideally, for every hour of lecture a teacher should spend at least two (2) hours in study and preparation if he/she is to advance and grow or keep abreast of new knowledge in his/her field. Time should also be given to the careful grading of papers, to individual conferences with students, and to the extra-curricular duties assigned by the University.

Section 4 - CLASS SIZE

As a matter of policy, maximum class sizes shall be as follows:

- | | | |
|----|------------------------------|-------------|
| 1. | Lecture class | 50 students |
| 2. | Laboratory/practicum | 35 students |
| 3. | English/Engineering/MassCom | 35 students |
| 4. | BC (English) 25/Typing class | 30 students |

5.	Physical Ed class	40 students
6.	Nursing practicum/Laboratory	10 students
7.	ECS/Elementary/HS	40 students/section
8.	Research Classes	30 students/section

IV. EXAMINATION

Section 1 - EXAMINATIONS

Major examinations are given in all courses and students are expected to take prelim, mid-term and final examinations as provided in the School Calendar.

Major examinations, especially final exams, should not be given earlier than scheduled, unless approved by the dean or director. The final exams week is considered the last session when teachers meet their students in the semester.

Section 2 - MAKE-UP EXAMINATION

A student who fails to take the prelim, mid-term or final examination at the scheduled time shall be allowed to take a make-up examination for justifiable reasons only.

V. GRADING SYSTEM

Section 1 – Grading System

The final grade or rating given to a student should be based solely on his/her overall academic performance in any subject/course. Any adjustment, addition or diminution to the final grade for co-curricular activities, attendance or misconduct shall not be allowed, provided that the adjustment is relevant to the subject content and requirement.

Adopted Since 1955-56		Effective June 1992		Percentage Grade Equivalence Table
Letter Grade	Quality Points	Numerical Ratings	Quality Marks	(AC Action 77-78:25)
A Excellent	4.0	4.0, 3.9, 3.8	Excellent	97 – 100
A- Very Good	3.5	3.7, 3.6, 3.5, 3.4, 3.3	Superior	93 – 96
B Good	3.0	3.2, 3.1, 3.0, 2.9, 2.8	Good	89 – 92
B- Above Average	2.5	2.7, 2.6, 2.5, 2.4, 2.3	Above Average	85 – 88
C Average	2.0	2.2, 2.1, 2.0, 1.9, 1.8	Average	81 – 84
C- Below Average	1.5	1.7, 1.6, 1.5, 1.4, 1.3	Below Average	77 – 80
P Passing	1.0	1.2, 1.1, 1.0	Passing	73 – 76

F	Failure	0.0	0.0	Failure	72 & below
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In computing for the quality point average (QPA) for graduation and honors, the subjects are weighed according to the respective number of units assigned to a course.

A grade of “Inc” (Incomplete) indicates that the student has not completed all the assigned work for the course. An “Inc” must be completed within the following term in the semester in which the course was taken; otherwise the grade automatically becomes “NC” for “No Credit,” or “NG” for “No Grade”. An “NC” or “NG” grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements.

The letter “W” shows that the student has dropped a course with the written permission of his/her Dean/Director/Principal. If a student drops a course without the written permission of his/her Dean/Director/Principal, the grade for the course automatically becomes “F”. “WF” is recorded when a student officially withdraws from the course but is failing at the time the withdrawal was made.

For non-credit subjects the two letters, S and U, are used; S to denote the satisfactory completion of the course, and U for unsatisfactory work.

In order to graduate, a minimum cumulative quality point average (cQPA) is required at the end of the term in which the student completes his/her course in the following: Baccalaureate programs, 2.0; Law, 2.3; Medical School, 2.5; Master’s program, 3.0; and Doctorate programs, 3.5.

As additional requirement for graduation and progression in the degree program, all designated undergraduate professional courses or major subjects must have the minimum QPA set by the college and approved by the Academic Council.

All courses under the Master’s and Doctorate programs must have a minimum grade of 3.0 and 3.5, respectively.

Section 2 - PREPARATION OF GRADES

Preparation of grades refers to the construction of examination papers, test administration, correcting of test papers, computation of the grades, preparation of grading sheets, including the preparation of F-137 for Elementary and F-138 for High School.

All teachers should prepare the grades and submit them on time to the Office of the Dean and the Registrar and Admissions Office.

Section 3 - SUBMISSION OF GRADES

1. Grades must be reported to the department chair or, if there is no department chair, directly to the dean or director of the college or school within five (5) working days from the administration of the mid-term and final examinations. The grades are encoded in the database to give time for the student to view, and question on, entries. No petition for change of grade will be entertained three (3) weeks after submission.
2. The Registrar will be responsible for the official release of final grades to students or to their parents or guardians.
3. Mid-term and final grades of non-graduating students must be in the hands of the Office of the Registrar not later than ten (10) days from the examination dates.

4. By reason of the type and nature of examination given in these schools, the Graduate School and Divinity School are allowed twenty (20) days, and the College of Law thirty (30) days, from the date the examination is given.
5. Appropriate sanctions for violating these rules shall be imposed by the Academic Council. All Deans and Directors are enjoined to enforce these rules strictly.

Section 4 - GUIDELINES ON THE CHANGE OF GRADE AND INCOMPLETE GRADES

1. The allowable period to change the grade is within three weeks from the date of the final submission of grades to the department concerned, to give time for the student to question entries of teacher or for committee to deliberate.
2. When request for change of grade is done after grades are submitted to the Registrar, the teacher files a sworn statement or affidavit in quadruplicate to the Dean/Director. The affidavit must be reviewed and notarized by the University General Counsel (for free) of the University as recommended by the Executive Committee of the Office of the Presidents during its meeting on June 30, 2014.
3. Completion of the requirements by the student of INC (incomplete) mark must be within the semester following that in which the course was taken. Otherwise, the grade automatically becomes "NG". An automatic "NC" or "NG" grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements.
4. It should be emphasized that filing of completion grade form to the Dean/Director, then to the Registrar, must be done by the teacher, and not by the student himself or herself, or any other person. Any alteration of entries in the completion grade form must be initiated by the teacher.
5. If in any case that the teacher failed immediately to report the completion grade, he/she petitions to the Dean/Director, then submits to the Registrar, for the correction to be done within one year that the course was taken, with four copies of the affidavit required in No. 5 of the Policy on Change of Grades.
6. As a general rule, no corrections to the grades given should be allowed after the Registrar has forwarded the supplementary XIX report to the commission on Higher Education in the Regional Office. (MORPHE, Art. XII, Section 107.)

VI. RULES ON INTEGRITY AND PLAGIARISM

1. As members of the academe, the faculty and academic staff must adhere strictly to a high standard of intellectual integrity. This should be reflected not only in one's relationship with one's colleagues, but especially in one's written workbooks, syllabi, dissertation, papers and other manuscripts.
2. Academic personnel, teaching or non-teaching, should be as original as possible in their written work. Where material is taken from the work of other authors or writers, it should be properly acknowledged. Failure to do so shall be deemed an act of intellectual dishonesty.
3. Plagiarism is the highest form of intellectual dishonesty. As defined by authorities –
 - a) Plagiarism is the act of appropriating the literary composition of another, or parts or passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind (Black's Law Dictionary, 1891 ed.)
 - b) Plagiarism is the adoption of the literary composition or artistic production of another persona and the publication thereof as an original composition or production. (Ballentine's Law Dictionary, 1930 ed.)
4. Those guilty of plagiarism or intellectual dishonesty, as determined by a committee of peers, shall be subject to either suspension or dismissal, depending on the gravity of the offense.

VII. FIELDTRIPS

Section 1 - EDUCATIONAL TOURS AND FIELD TRIPS

Introduction

An academic field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. For courses that, for special purposes such as field research, are regularly taught outside of a classroom or at locations away from campus, these same recommended practices apply.

It is initiated by the instructor as a regularly scheduled part of the class work. It should be clearly stated in the course syllabus. If it is necessary to schedule these trips at times when the student has other regularly scheduled classes, excuses may be granted from these classes provided regulations have been complied with. It is of course understood that the student make up for any work missed.

Rules and Regulations

The College Dean or Principal shall have supervision and control over all field trips and shall keep a calendar thereof. He/She has the prerogative to evaluate the relevance of the field trip to learning.

Educational Criteria

When planning a field trip, the teacher-in-charge, in consultation with the College dean or Principal, must ensure the following:

1. It has curricular relevance for the group of students concerned.
2. It has specific academic objectives as approved and endorsed by the Department head and have been clearly defined, including pre-planning, follow-up activities and evaluation, where applicable.
3. It has educational value in relation to the energy, effort, time and travel required by the program or activities.
4. The educational objectives are clearly communicated to the parents of the students involved.

Field Trip Guidelines

1. Expenses (transportation, accommodation and meal arrangement included) should not unduly tax the students' parents. Expenses for students should be limited to transportation, board and lodging, plus a 10% contingency fund;
2. Safety with respect to transportation and the peace and order situation in the place to be visited must be ensured;
3. Trip should be limited to three class days, preferably on weekends. Field trips for the entire semester should be scheduled at the beginning of the semester and distributed evenly throughout the term;
4. There must be adequate number of chaperones and/or guidance for the number of students involved who shall be with the students at all times for the duration of the trip; one (1) chaperone for every section of 35 students within Negros Oriental and one (1) chaperone for every 25 students outside Negros Oriental. Advisers and chaperones must be full-time faculty/staff member of the University;
5. Written prior approval or invitation of companies and institutions to be visited must be secured.
6. Permits from parents shall be submitted together with the application. Permit forms must be submitted to the Student Organizations and Activities Division (SOAD) or Office of Student

Services (OSS) not later than one (1) week before the scheduled trip. Permits shall include the following information:

- a. Nature of the field trip
 - b. Duration of the field trip
 - c. Itinerary
 - d. Student's contribution
 - e. Name, signature and contact number of the teacher in charge.
7. Trips to Manila are highly discouraged because of the expenses involved. As much as practicable, destination of field trips should be near the University to minimize cost. Suggested destinations: Cebu, Cagayan de Oro, Iligan or Bacolod.
 8. Chaperon expenses must not be charged to the students.
 9. Only travel agencies accredited by the University and the Department of Tourism are allowed to bid for class field trips outside Negros Oriental. Bidding is required for such field trips.
 10. It shall be unlawful for a University employee to personally profit from the field trips. An employee who violates this provision may be terminated for grave misconduct.
 11. Each student participant must submit a report to the adviser after the field trip. The adviser shall make a report to the Dean.
 12. Field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.
 13. The VPAA shall give the final approval for the filed trips. Any field trip without approval from the VPAA is deemed unauthorized.
 14. Dean of the Office of Student Services may cancel field trips within 24 hours if there is clear indication of danger to students due to: (a) inclement weather (b) there is a dangerous point in the place of destination

Duties and Responsibilities of Instructors

1. All required academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. This information must be published in the web page of the College or Department concerned in the SU website. If an unforeseen educational opportunity arises later in the term, as soon as possible the faculty member should discuss it with the class.
2. In the first class of the semester, the faculty member must discuss with students in appropriate detail any risks associated with the activity of the field trip, expectations for behavior during the trip and, relevant emergency preparedness information. Such a discussion must be repeated no less than a week in advance of the trip. Final clearance of the said details shall be approved by the Dean or Principal.
3. Only full-time faculty members may accompany all academic field trips. Health and Safety shall be given the highest priority for students and staff when planning and participating in Field Trips. Final clearance on the safety shall be approved by the OSS.
4. Whenever practical, the site of the academic field trip should be visited in advance by the instructor, or an appropriate University official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
5. No later than three (3) weeks from the trip, the faculty member must provide the VPAA, OSA, and VPFA with complete information about the date, duration, location, and transportation plan for each academic field trip. The faculty member must also provide these same offices a roster of the names of all participating students, along with the names and cell phone numbers of all faculty or other University affiliates who are accompanying the students.
6. Notification of the proposed field trip should be made to the Dean at least three (3) weeks in advance so that it may be cleared with the other teachers.

7. The field trip shall be optional to students in the class. For students who cannot join the field trip, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.
8. A contract may be required for the use of facilities or the procurement of other goods or services. If a faculty member is asked to sign a contract, the contract needs to be reviewed by the VPFA and Legal Counsel.
9. After every field trip, the faculty in charge should report to the Dean the following:
 - a. Log of the field trip
 - b. The attainment of the objectives and other learning benefits
 - c. The accounting of the expenses incurred
 - d. Other advantages accomplished which would not have been attained had the trip not been held
 - e. Instances of breach of discipline and other untoward conduct of any participant of the field trip and measures taken
 - f. Such other matters as the faculty in charge may deem necessary to be included in the report.

Guidelines for Students

1. Students participating in academic field trips are expected to conform to the same standards of behavior as published in the University Manual/Student Handbook. Any violation of the undergraduate regulations laws may result in disciplinary action or sanctions by the University.
2. Students who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.
3. Students must submit a medical clearance issued by the University Clinic as required under CHED Memorandum Order No. 17, Series of 2012.

Transportation

1. Whenever possible, chartered buses or University-owned vehicles should be used for transportation on an academic field trip. Public transportation (e.g., regularly scheduled airplanes or buses) is also an appropriate means of transportation for an academic field trip. It is recommended that to the extent possible, privately owned vehicles shall not be used for transporting students on academic field trips.
2. The use of transportation provided by the University for the field trip is strongly urged. Anyone who chooses to take alternative transportation does so at their own risk.
3. If a privately owned vehicle is used for transportation, the following requirements must be met:
 1. The vehicle must be insured for liability;
 2. The vehicle must be current on registration and all maintenance;
 3. If the vehicle is owned by someone other than the driver, the owner must give permission for its use;
4. Students are not to transport other students.
5. All drivers must meet the following requirements:
 1. Driver must have a Professional Driver's License;
 2. Driver must have an acceptable driving record, which consists of:
 1. No more than one violation in the past two years
 2. No violations more serious than a speeding ticket or failure to obey traffic control
 3. No at fault accidents in the past two years
6. If a University-owned vehicle is used for an academic field trip, that vehicle is insured by the University for liability and physical damage.
7. A commercially rented vehicle must be insured for liability and physical damage and must be secured from a company approved by the University.
8. Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

Liability

The University shall be primarily responsible for duly-approved and authorized educational field trips subject to exceptions provided by law.

Payments

Payments for all field trip related activities including cost of transportation, accommodations, entrance fees and the like shall be coursed through the Utzurum Business and Finance Office. A violation of this provision may constitute grave misconduct punishable by termination.

Checklist of Requirements

1. The written approval from parents/guardians of the students going on field trips should be filed with the Dean's Office before departure.
2. Clearance from Business and Finance regarding school obligations.
3. Medical clearance issued by the University Clinic.
4. The faculty member in charge of the trip is expected to brief the group before departure. Besides the academic objectives of the trip, students should also be oriented in such matters as:
 - a. Behavior during the trip, especially while visiting homes, offices, companies or institutions;
 - b. All students should be in their respective quarters or rooms after dinner time.
5. After every field trip, the faculty member in charge should report to the Dean with the following particulars:
 - a. Log of the field trip
 - b. Attainment of the objectives and other learning benefits
 - c. Justification of costs
 - d. Other related accomplishments which were not in the schedule/program/objectives of the field trip
 - e. Instances of breach of discipline and other untoward conduct by any participant of the trip.

The Dean of the Office of Student Services (OSS) has the right to disapprove the class fieldtrip if the rules and regulations are not strictly observed.

This policy shall be subject to CHED Memorandum Order No. 17, Series of 2012, otherwise known as "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students."

Failure by University personnel to comply with this policy endangers the life and well-being students. As such, it constitutes grave misconduct which carries with it a penalty of termination from employment in the University.

Section 2 - EXTRA-CURRICULAR ORGANIZATIONS OFF-CAMPUS ACTIVITIES

Co-Curricular organizations include all course-related and college-based organizations. Extra-curricular organizations include student organizations like fraternities, sororities, and regional based associations.

All

off-campus activities (such as but not limited to IPR, acquaintance, group outings/parties, trainings, workshops and performances) should be based on proposed programs of the organization/group and consistent with the goals and objectives which must be submitted at the start of the Semester to OSS.

Guidelines

1. A copy of the approved minutes signed by the Secretary and the President/Chairperson/Adviser which includes the venue, date, and time of the activity must be attached to the off-campus permit application, including the completed parents' consent forms.
2. The activity must be endorsed by the organization/group adviser and approved by the dean of the college or OSA.
3. Advisers and chaperones must be full-time faculty/staff member of the University. The advisers and chaperones must commit to attend the activity from the assembly until the culmination or return to the campus. Failure of the advisers and chaperones to attend is subject to appropriate disciplinary action.
4. As much as possible, the venue must be within the Metro Dumaguete area.
5. Activities outside of Metro Dumaguete which represent the university must have prior written approval of the VPAA.
6. The activity must be submitted to the Student Organizations and Activities Division (SOAD) office at least one (1) week prior to the scheduled date/s.
7. The faculty adviser in charge of the activity shall submit a budget of expenses for the activity to SOAD.
8. Any contribution by attending students, faculty or staff must be coursed through the Utzurum Business & Finance Center.
9. Accomplishment Report should be submitted to the Dean of Office of Student Affairs (OSS).
10. Activities that do not comply with the foregoing are unauthorized activities and shall free the University from all liabilities. In this case, the organizers and/or students themselves shall bear all liability.

VIII. University Policy on Ethical Conduct in Research and Standard Operating Procedures

The Philippine Health Research Ethics Board (PHREB) and the Commission on Higher Education (CHED) advice that Philippine Higher Educational Institutions (HEIs) engaged in biomedical and behavioral research establish an institutional ethics review committee, which shall provide independent, competent, and timely review of the ethics of proposed studies.

The PHREB encourages HEIs to use as references the WHO Operational Guidelines for Ethics Committees that Review Biomedical Research (2000), and the 2011 National Ethical Guidelines for Health Research. However, PHREB requires that HEIs should develop their respective manual of standard operating procedures.

Hence, the ADHOC Committee on Research Ethics, proposes the adoption of the University Policy on Ethical Conduct in Research and Standard operating procedures

Section 1: Guiding Principles

A. Five Basic Guiding Principles

As a research university, Silliman University commits itself to the production and dissemination of new knowledge for total human development and the well-being of society and environment. As community of learners, scholars and artists, we pursue this calling within the framework of Christian ideals revealed in the life and ministry of Jesus Christ, who is the *Via, Veritas, Vita*. As a Protestant institution, the University strives to integrate the Christian biblical values of life, justice and truth in the search for new knowledge. We uphold the dignity, protect the rights, guarantee the safety, and preserve the well-being of all involved in or affected by the conduct of research.

The conduct of research in the University is governed by a system of moral principles that aims to maintain the highest standards of ethical conduct in every aspect of research including applications, proposals, data-gathering, reports and publications. These ethical standards are anchored on the following basic moral principles:

Truth

Silliman University affirms that all truths come from God. The bible says “the Truth shall set you free.” (John 8,32) The conduct of research at the University is founded on a commitment to honesty and transparency. The University, its research organizations and researchers ensure that all their presentations and interpretations of experimental data and other factual information are accurate, free from deceit and fraud, and give due recognition to works of others;

Respect for Persons (and Community)

Human beings have inherent rights and dignity regardless of age, race, religion, sex and gender. Christian teaching affirms that human beings are created in the image and likeness of God (Gen.1.26-27). Regardless of religions and ideologies, we believe that every human being is free with the capacity to decide and make choices. The dignity, rights, safety and well-being of participants must be the primary consideration in any research study. Researchers shall always respect human participants including the community by minimizing risk of harm to participants and researchers. Ensure that voluntary informed consent is obtained from all human participants or special safeguards where this is not possible. Information supplied by research participants shall be treated with utmost confidentiality. Coercion, undue inducement, manipulation and humiliation of human participants shall be avoided in the conduct of research by anyone in the University.

Integrity & Professionalism

Research integrity may be defined as adherence to the ethical principles and professional standards essential to the responsible conduct of research. Integrity in research means honesty and responsibility in scholarship. It is a faithful compliance with ethical and legal obligations as required by statutory and regulatory authorities, including seeking ethical review and approval for research as deemed appropriate. Researchers in particular disciplines should comply with any research ethics guidelines set by their professional associations.

Stewardship of the Environment

The Bible teaches that human beings are to “subdue and have dominion” over creation (Genesis 1:22). We are to use and develop nature. The Bible also says that human beings are to till (nurture) the environment and keep [protect] it (Genesis 2:26) or be the stewards of the environment. Stewardship is defined as “the careful and responsible management of something entrusted to one's care.”¹ The principle of stewardship of the environment in the conduct of research entails awareness and practices

¹ Merriam-Webster's Online Collegiate Dictionary, 2001

that protect, conserve, develop and sustain natural resources and our environment for future generations. Precautionary protocols are strictly followed in the conduct of research that affect the environment, other species and community.

Solidarity

In the pursuit of new knowledge, the University recognizes the value of working and acting collaboratively in the spirit of inclusiveness and solidarity. To foster cooperation among researchers, the University encourages the open exchange of ideas, methods, data, and analysis. To build trust and community the University honors all obligations and agreements.

Section II: Establishment of an Ethics Review Committee

Objective

The University Research Ethics Committee (UREC) has a central role in providing pertinent training as well as approval to ensure that any research undertaken within, or on behalf of, the university, meets the highest ethical standards.

A. Responsibilities of Research Ethics Committee.

All research involving human subjects and animals should undergo ethics review before it starts, in accordance with the principle that investigators should not be the sole judge in determining whether or not their research raises significant ethics issues.

The University Research Ethics Committee (UREC) is responsible for the development and implementation of policy and procedures relating to research ethics. The responsibilities of UREC are the following:

- Develop and implement the university research ethics policy;
- Advocate, encourage and monitor good ethical standards in research; protect subjects of research from unnecessary harm; preserve the rights of human participants and provide reassurance, where required, to the public that this is being done;
- Approve, refer or decline research proposals for experiments, investigations and procedures in accordance with university research ethics policy
- To monitor the standard and application of research ethics across the university;
- Undertake a regular review of an on going research for any unethical practices.
- To oversee the provision of training and advice on research ethics to relevant members of university staff and students;
- Create a database of all research proposals including name, address and qualifications of the Principal Investigator(s); financial sponsor/s; title of the project; research methodology; and research objectives.
- To make recommendations to Research and Development Council on:
 - Points for improvement or development of research ethics policy;
 - Points for development based on the monitoring, auditing and implementation of university research ethics policy

Appointment

The Deans Conference shall recommend to the President the appointment of the members of the University Ethics Research Committee under section 4.

Membership

The committee will comprise of at least eleven (11) but not more than fifteen (15) members. All members of the committee should be holders of a post-graduate (thesis) degree. (LLM/MD/ MA/ MSc/ MPH/ M.Phil/ M.Th./ PhD/D.Theol). The members are:

- The VPAA or nominee as Chair;
- a person with a pastoral/theological training with research experience;
- a faculty member from the College of Law;
- a faculty from the school of Medicine;
- a graduate of medicine, nursing, medical technology, physical therapy, pharmacy, dentistry, and other allied sciences with research experience;
- a licensed psychologist with research experience;
- a social science professor with research experience;
- a faculty member from biology/marine or the Institute of Environment and Marine Science;
- a faculty member from College of Agriculture;
- a faculty member from health related disciplines;
- two faculty members from Physics, Chemistry, Computer, Engineering or related disciplines;
- two faculty members from the humanities (Philosophy, English, Languages, & related disciplines)
- one member from the community (external)
- one practicing doctor of veterinary medicine

Expert Consultants

Consultants with special expertise shall be invited to help the committee deliberate on ethical, scientific, psychological or social aspects of researches on review. In deliberations on researches involving special participant groups or concerns (e.g., HIV, AIDS, the physically challenged), best efforts must be exerted to include participation of advocates.

The Committee shall prepare a list of expert consultants and advocates.

Sub-committees

UREC shall create three (3) sub-committees: Ethics Committee on Animal research; Ethics Committee on human social/behavioral research; and Ethics Committee on medical/clinical human research.

Each sub-committee shall have five members chosen by UREC.

The responsibilities of the sub-committee shall be defined in the standard operating procedure.

Term of Office

Duration of membership will be for a period of three years. Members are eligible for re-appointment for another term. At the end of three (3) years the committee is reconstituted and the new committee should include at least seven (7) members who each have a minimum of one year experience as previous member of the UREC to maintain expertise and to facilitate efficient functioning of the UREC.

Replacement of members. A member can be replaced in the event of death; long-term assignment outside the University; for any conduct deemed unfit for a member; or continuing absence from UREC meetings

[absence for three consecutive UREC meetings without a valid excuse or less than 20% attendance per year (where a valid excuse is defined as being involved in designated faculty lecture, tutorial, practical or clinical work, together with a letter to the UREC informing about member's absence from a scheduled future meeting)].

Resignation from the committee. A member can tender resignation from the committee with proper reasons. The effective date of resignation will be the date in which the resignation is formally accepted by the committee.

Meetings

Regular meetings. The committee shall meet at least twice every semester.

Quorum requirements. A minimum of seven (7) members are required for quorum.

Special Review Meeting. A special meeting of the UREC shall be held upon the request of a sub-committee.

Where general agreement is not attainable, decision will be taken by consensus or by simple majority.

All decisions regarding submitted project proposals shall be reflected in the minutes and signed by the chair, secretary and concerned sub-committee chair.

Honorarium – this section needs further deliberation with the Administration

- For student researches – no fees
- For researches with funding – with fees

Adverse decisions

Although it is unlikely for a project to be found unacceptable in its entirety, it is common for projects to be modified following committee recommendations. In case of an adverse decision on a proposal, reason/s for such a decision should be given to the applicant in writing. An applicant should be made aware that he is entitled to make written or oral representations to the committee to have an adverse decision reviewed.

When there are dissenting opinions among the sub-committee members, any one of the members shall ask the UREC to invite an expert to help the full-committee resolve the issue.

Monitoring

Even though it is impracticable for a Committee to monitor in detail the ongoing investigations, follow-up is needed so as to be abreast with the developments on approved investigations. Information on the progress of a project, whether completed, abandoned (with justifications) or still in progress in its original form, and on any adverse events affecting the project should be sought annually. The concerned researcher should submit regular progress reports to the committee.

Sanctions

Ethics review committees have no power to effect sanctions. An investigator who bypasses or ignores the recommendations of the committee is liable to professional disciplinary proceedings by the University.

UREC can recommend to the appropriate disciplinary committee

Where the Committee is dissatisfied with the conduct of an investigation, it shall withdraw its prior approval of the project informing the investigator of the fact in writing; this decision shall also be conveyed to the Research Council and/or Deans Conference. The research, if still on-going, should immediately cease and the researcher shall not thereafter claim that said research has UREC approval.

Report

The UREC will send an annual report to Deans Conference, Academic Council and the Research Development Council. This will include the list of Committee members, number of meetings, other relevant matters, and a list of approved project titles within the period.

Details of the committee's deliberations shall remain confidential.

Administrative Support

The required administrative and secretarial assistance should be made available by the Office of the VPAA.

Legal Responsibilities

The public will reasonably expect that research involving human participants and animal subjects be conducted in accordance with existing laws. The University upholds two fiduciary duties in the conduct of research (although not exclusively);

Confidentiality

Access to research data may be limited by confidentiality agreement, normally for the purposes of protecting: human participants who are the subject of the research; intellectual property that may be covered by a commercial or contractual arrangement; confidential source materials;.

Confidential data and records will be made available for discussion with other researchers subject to confidentiality provisions.

The Director of Research, the researcher(s) and the Dean of the School shall be responsible in ensuring that arrangements are made to protect the security of any confidential research data, including data stored in computer systems.

Conflict of interest

Researchers must disclose to the Dean of School and the Director of Research any affiliation with or financial involvement in any organization or entity with a direct interest in the subject matter or materials of the researcher. The researcher must identify all received/enjoyed direct benefits such as sponsorship of the research; indirect benefits which may include provision of materials or facilities; and/or support through provision of travel or accommodation expenses to attend conferences, or similar benefits.

Any situation in which trust between participants in the research process is/could be/perceived to be compromised by personal, financial, professional, and/or institutional considerations must be immediately disclosed and resolved in a fair, timely and transparent manner.

CHAPTER IV

Personnel

I. RECRUITMENT AND SELECTION

Section 1 - GENERAL PRINCIPLES ON HIRING

All hiring will be based on agreed job descriptions and personal qualifications/specifications. Hiring must be conducted as an evidence-based process and candidates should be assessed by an agreed selection criteria, based on relevant knowledge, skills, competence, experience and qualifications to perform the role as outlined in the personal qualification specifications. All decisions must be recorded.

The hiring process should not commence until a full evaluation of the need is done and budget has been approved.

Section 2 - HIRING PROCEDURE

1. The Unit/Department has to request for an authority to hire. Approval of the request should be done appropriately by the VP in coordination with the HRD Office.
2. The Unit Head shall initiate recruitment of at least three (3) candidates for the position being considered. Justification shall be submitted if the minimum number of required applicants is not met.
3. Advertisement vacant/new positions shall be primarily through the website of the school.
4. Submission of the application letters must be accompanied by a recent (within 6 months) bio-data/resume/ curriculum vitae, photocopy of school credentials, references, and other documents as may be required by the HRD. Submission must be done at the latest, on the last working day in December in time for the opening of school in June, or in June for the opening of the second semester in November. Application letters must be submitted to HRD office. Upon receipt of application letters, applicants will take a general exam conducted by the HRD office. After initial evaluation by the HRD, application will be sent to appropriate departments.
5. Applicants will be screened and interviewed by the Program/Department Chairperson. A favorable recommendation goes to the dean/ director for further interview and evaluation of applicants' credentials.
6. Faculty applicants who passed the interviews shall be subjected to teaching demonstration to be scheduled by the Dean/Director. The demonstration shall be observed by the Dean/Director, Department Chair /Program Coordinator concerned and two regular faculty members of the Department, at least one of whom shall come from the Union.
7. The Dean shall forward the applicants' credentials to the HRD Office for background investigation. The HRD Office may or may not call the applicants for interview.
8. Successful applicants will be endorsed by the Dean to the Hiring Board. The Hiring Board is composed of the following: VPAA, HRD Manager, Dean/Director, Department Chairperson, Program Director.

Functions of the Hiring- Board are as follows:

- Examine/evaluate the documents/credentials of each candidate.
- Deliberate on the qualifications of each candidate vis-a-vis the established selection criteria, preferably, ranking must be established.
- Recommend to the President the chosen candidate.

A successful candidate is required to comply with the following pre-employment requirements:

- undergo personality and psychological testing
- submit to a medical examination at the SUMC
- submit clearances such as Police and NBI

9. The University President shall render the final decision and shall cause the issuance of the appointment/employment contract upon recommendation of the Hiring Board. The contract becomes binding only when it is signed by both the appointing authority and the person being hired.

Section 3- CATEGORIES OF ENGAGEMENTS

A. Regular Employment

A regular appointment is made after (3) years of continuous satisfactory service for full-time academic personnel who possess the minimum academic qualifications required by relevant laws and the institution, and (6) months satisfactory service for staff personnel, except in special cases where the period is extended in order to further evaluate the performance of the personnel concerned. Provided that, there will be no instances where the period of service will be shortened.

B. Probationary Employment

A probationary appointment is given to newly hired academic and non-academic personnel. The probationary period for teaching or academic personnel shall not be more than three (3) consecutive school years of satisfactory service for those in the primary and secondary level, six (6) consecutive semesters of satisfactory service for those in the tertiary and graduate levels. Part-time academic employee cannot avail of the status and privileges of a probationary employment. Rather, it is the possession of the minimum qualification as prescribed by CHED or DepEd, as the case may be. Probationary period for non-academic personnel generally lasts for six (6) months. This maximum probationary period for non-academic personnel as provided for by the Labor Code (Article 281) applies only if the employee is engaged full-time (i.e. working 8 hours a day).

The University requires an initial probationary period for all new employees. This probationary period allows time for adjustment on the job and an opportunity to determine whether it will be in the best interests of the employee and the employer for the employment relationship to continue. During the probationary period, the supervisor has an opportunity to determine if the employee has skills and abilities necessary to perform the duties required in the position, and the new employee may assess whether a working relationship should continue. In addition, this can be a time to identify training needs and begin the training process.

C. Temporary Employment

A temporary appointment is a written contract which specifically states the period covered by the employment (start up to termination), the compensation, and other conditions. A temporary appointment imposes no obligation on the University to renew employment after the contract period expires.

Note: Temporary teachers on T10 status shall be given T12 status after one year of satisfactory fulltime teaching. Temporary teachers on T5 status who have rendered two (2) consecutive semesters of satisfactory full time service shall be considered to have had T10 status during that year, unless the said teacher is to serve only for one (1) more semester. (refer to the SU-SUFA CBA)

D. Project Employment

A Project employee is an employee assigned to carry out a specific project or undertaking, the duration and scope of which are specified at the time the employee is engaged in the project. A project is a job or undertaking, which is distinct, separate, and identifiable from the usual or regular undertaking of the institution. A project employee is assigned to a project, which begins and ends at determined or determinable times.

E. Subcontracting (refer to DOLE DO 18-A)

Subcontracting refers to an arrangement whereby a principal agrees to put out or farm out with a contractor the performance or completion of a specific job, work or service within a definite or predetermined period, regardless of whether such job, work or service is to be performed or completed within or outside the premises of the principal.

F. Visiting Scholars' Program

The content requirements of our curricular offerings and the world of knowledge in general keep on changing and accumulating. It is imperative that for Silliman to maintain its position as among the country's top universities, its corps of faculty is constantly being enriched by a regular inflow and stream of some visiting and engaged topnotch academic and professional personalities.

It will be to Silliman's advantage and a boost to its educational services if a number of highly credentialed and experienced professional and professorial personalities were to be regularly associated with its roster of permanent and tenured faculty and staff. This is even if for precisely the reason of their high credentials, they are unable to commit to a full-time engagement in Silliman. Availing of their presence as persons holding certain academic ranks in Silliman, even if only part-time and non-tenured, would be a value to Silliman students and to Silliman's reputation. This is without the associated cost to the university on salaries and benefits if it were to hire additional personnel full-time.

The Visiting Scholars Program

This Program which the Board first approved in 2006, allows the University to make special non-tenure and part-time academic appointments of persons to be engaged to do limited teaching, research, extension or institutional work in Silliman. They are to be paid gratuity either from externally sourced funds or from budgeted university funds for projects or personnel services. These presently include academicians, clergy, artists and researchers engaged to teach 3 to 6 units (where the need occurs) or as regular (short-term) adjunct faculty, visiting researchers, lecturers and artistic performance mentors.

Categories

The following categorization of appointments under the Visiting Scholars Program is to be adopted effective June 1, 2012:

Adjunct Faculty. Covers former faculty members of Silliman or active faculty of another university properly credentialed to participate in Silliman's academic life. They shall be accorded the courtesy of being recognized as possessing the academic rank they already have before their appointment as adjunct personnel.

Fellows. Covers persons of very high and considerable professional experience and whose reputation as such meets the level expected of a Silliman faculty, and who agrees to be engaged in Silliman as a regular or recurring general and integrative lecturer, student adviser, graduate panel member, book writer, provider of extension services, or as a researcher.

Non-Tenure Faculty. Covers persons possessing the academic and professional credentials sufficient to qualify as a faculty of tertiary schools but who agrees to do only limited and regularly recurring teaching and other academic functions in Silliman for at least 5 years. They are to be compensated on actual contact time and with benefits limited to what is provided by law. In appreciation of how their credentials will actually also boost the institutional reputation and value to Silliman, and to ensure their equal stature and standing as faculty to students and

others, they shall be accorded appropriate academic ranks (but indicated in records as “non-tenure”). The assignment of ranks shall be made consistent with existing standards and procedures in the university, as would be applicable to part-time and non-tenured faculty. Any rank assignment shall be indorsed by the Dean, certified to meet standards by the HRD and VPAA, recommended by the Deans Conference, and, up to Assistant Professor, approved by the President. Recommendations for Associate Professors or Professors shall require Board of Trustees approval.

Appointments under this category shall be particularly considered for faculty complements in the College of Law, School of Medicine, College of Engineering and Design, and Accountancy, whose programs can richly benefit from having a list of highly credentialed practitioners in their faculty who are too often not available for full-time academic engagement.

G. Adjunct

The title Adjunct Professor may be bestowed upon a person who is not a full-time member of the faculty. The granting of the title reflects some mutually beneficial scholarly association between the University and the candidate. The qualifications and terms of appointment will be determined by the academic unit(s) in which the position is to be held according to the following terms of reference:

The title Adjunct Professor may be granted for any of the following purposes:

- To supervise or co-supervise graduate or undergraduate students.
- To contribute to other scholarly pursuits of the department.
- To facilitate the pursuit of independent research.

Procedure

A candidate for the title is nominated by the Chair/Director of the appropriate academic unit following normal unit procedures. The nomination is forwarded to the Dean of the appropriate academic unit, with concurrent notification thereof to the Vice-President for Academic Affairs. In the case of interdisciplinary interests, the Chair/Directors of the appropriate academic units will jointly nominate to the Dean(s) of the academic unit(s) concerned. Each nomination must be accompanied by full curriculum vitae of the candidate and an explanation of the purpose of the appointment.

Subject to a favorable decision from the office of the VPAA, the Dean of the academic unit concerned will invite the candidate to be an Adjunct Professor. In the event that the candidate is a member of an institution, the approval of the head of that institution must also be obtained prior to invitation to the candidate.

An adjunct Professor usually serves the University without remuneration from the University. However, if responsible for a formal lecture course the Adjunct Professor will be entitled to the part-time lecturer salary.

Rights and Responsibilities of an Adjunct Professor

- He/she may supervise or co-supervise the research work of students proceeding toward either a Baccalaureate or graduate degree, subject to all regulations pertaining to the student’s academic unit(s) and program.
- He/she may be asked to give a regular seminar or to lecture on a subject pertaining closely to his/her field of professional competence.
- He/she should attend those academic unit meetings where his/her presence is requested.

- His/her research projects undertaken in association with the University shall not be of a type which may limit publication of some or all of the results in the form of theses and or papers in scholarly journals.
- He/she may provide needed equipment and services for the successful completion of each student research project undertaken in his/her establishment with him/her as the co-supervisor.

H. Graduate Students Under Adjunct Professors.

Full-time students under the supervision or co-supervision of Adjunct Professors are subject to the same conditions and rules as other graduate students.

I. Fellows

Fellows in Silliman University comprise of exceptional practitioners and personalities in fields of Medicine, Law and Accountancy, whose services in the University may include at least one lecture every academic year.

The title “Professorial Fellow” is a non-tenure rank given to experts engaged to work in the academic division. The rank shall be enjoyed by the non-tenured faculty during his service to the University.

Professorial Fellow

- Local or regional recognition of expertise (authorship, speakership or citation in books, journals and articles)
- With at least 15 years of experience in the field of expertise.
- With high national and international professional standing.

Senior Professorial Fellow

- International or national recognition of expertise.
- With at least 20 years of experience in the field of expertise.
- With exceptional national and international standing and personal esteem.

J. Non-Tenure Faculty

“Professor of the Practice” is a title to describe a non-tenured faculty position at Silliman University to be held by a limited number of eminently qualified academic, business, or government leaders who have made major impacts on fields and disciplines important to Silliman University’s programs.

The title “Professor of the Practice” is intended to provide such highly regarded individuals with the positioning and respect that is customarily extended to faculty members who hold tenure. This designation represents an effective and meaningful way for Silliman University to involve accomplished professionals who seek a position within a leading university that meets the professional’s interests and capabilities.

Because of the stature of individuals to be offered this position, the category will have only one rank, rather than Professor, Associate Professor, or Assistant Professor of the Practice. Unlike the currently available title of “Adjunct Professor,” the expectation is that Professor of the Practice would be paid, either on a fulltime or part-time basis as appropriate for the situation.

Qualifications

Professors of the Practice will

- be distinguished academicians and practitioners who have had a major impact on fields important to Silliman University's teaching and research programs, and who are committed to enhancing Silliman University's programs and reputation.
- have substantial bases of experience, normally of at least 10-15 years, and a national/international reputation for excellence
- have rich and extensive backgrounds in fields and disciplines related to the school or college of appointment at Silliman University
- may be expected (depending on circumstances of their appointment) to generate financial resources to support and enhance the Silliman University programs in which they work
- serve as liaisons between industry or government and Silliman University in identifying teaching and research opportunities that support the public interest and societal needs

Details

"Professor of the Practice" is a non-tenurable title but is classified as "Academic Professional with Academic Rank". This classification carries with it membership in the General Faculty of the school/college.

The position may be described as "Professor of the Practice of __," where __ is an academic discipline or specialty. For communications purposes, a Professor of the Practice may represent himself or herself with a shorter title as "Professor of __."

General duties and responsibilities must be agreed upon in advance with each Professor of the Practice and his/her chair and/or dean. They may include teaching, research, and service, or some combination thereof. It is expected that Professors of the Practice will set personal/professional goals consistent with those of the University and their College, School, or Center.

Appointments as Professor of the Practice may be fulltime or part-time. Individuals appointed to 50% time or greater. Policies relating to consulting and external activities for Professor of the Practice will be negotiated between Silliman University and the Professor of Practice.

Professors of the Practice will be reappointed annually.

Professors of the Practice will participate in an annual evaluation, as is regularly conducted for tenured faculty.

During the term of their appointment, Professor of the Practice are subject to, and protected by policies concerning academic freedom as tenured faculty.

Section 4 - PROCEDURE FOR APPOINTING "VISITING SCHOLARS"

Coverage

Adjunct Faculty, Visiting Lecturers, Visiting Researchers, Visiting Artists, Non-Tenure Faculty with Rank, Faculty Fellows, Senior Professorial Fellows

Purpose

To complement the expertise and range of subject-matter areas of the existing faculty and staff of the university, with accomplished, renowned and esteemed colleagues in academe and the professions who can be available to serve the university but only part-time and ad hoc.

To supplement the quality of the faculty & staff of the university, with a corps of quality academics & professionals from elsewhere who may not be able to join our faculty & staff full time.

To acquire a wider & more quality pool of faculty & staff to serve Silliman students, with minimum added cost to the university

Authority of the University

- BOT Action 2006-82 - To establish a Visiting Scholars Program...
- BOT Action 2011-97 - To approve the expansion
- BOT Action 2011-98 - To request the Administration to update

Categories*

APOINTMENT	DEFINITION	EXPECTATION
Adjunct Faculty	Was a faculty before (in SU or elsewhere); or presently a faculty in another university; is needed by SU to teach a temporarily unfilled subject	Teach (max 6 units; more if authorized by SU through the DC, VPAA & President); give grades; advise
Visiting Lecturer	A faculty in another university or a practicing professional, to expound on specific topics	Complement a faculty on a course; cannot give grades
Visiting Researcher	A researcher from another institution, to do research work in Silliman	Conduct research in collaboration with SU researchers; may lecture or advise; can't give grades
Visiting Artist	An artist from elsewhere seeking temporary stay & collaborations in SU	Do artistic work, renditions & creations in SU; may lecture or advise; can't give grades
Non-Tenure Faculty	A practicing professional (like doctor, lawyer, accountant, engineer) who, because of his/her expertise, can best teach specialized subject areas in SU (to the benefit of SU students), & who commit to be available to teach his/her specialized course (whenever needed by SU) in periods of 5 years	Teach max of 6 units (more if authorized by SU through the DC, VPAA & President); do research, extension or any other work of a faculty in SU; can give grades; may be assigned an academic rank for the purpose of proper student-faculty relations; rank is temporary & co-terminus with appointment
Faculty Fellow	An established & very reputable academic or professional specialist committed to collaborate with SU faculty & staff to do research & teaching	Teach max of 6 units (more if authorized by SU), or do regular lectures, & work with an SU faculty or staff on a research undertaking

Senior Professorial Fellow	An extremely reputable and extraordinarily achieved academic or professional, willing to identify him/her self with Silliman and do highly focused or specialized teaching & research	Regular lecturing; regular research work & collaboration; student research/thesis advising; book writing; comes to campus regularly every semester; can't give grades
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* No Visiting Scholar shall replace a faculty or staff; none can be appointed to an administrative position in Silliman

Appointment Procedure

STEPS	ACTIONS
1. Dean & faculty identify needs (based on programs, FS complement, & SP)	A list & schedule of needed VS is produced & budgeted by year(s) needed
2. Dean recommends an appointment	Recommendation sent to VPAA
3. VPAA indorses to DC or returns to Dean	If DC okays, VPAA indorses to President
4. President vets the recommendation (with HRD and VPs) against BOT approved guidelines (attached)	Okays and authorizes the appointments of Adjunct faculty, Visiting Researchers and Visiting Artists; but sends to BOT for approval Non-Tenure faculty, Faculty Fellow, and Senior Professorial Fellow
5. BOT considers for approval the President's recommendations for NTF, FF, and SPF	If BOT approves the recommendations on NTF, FF and SPF, President issues the appointment

Compensation Package

Category	Package
Adjunct Faculty	Per contact hour rate based on FSAS plus mandatory benefits (i.e. SSS, Philhealth). If a retiree from SU, the equivalent pay for the rank and accumulated FSAS points given before retirement shall be the basis of the per contact hour rate.
Visiting Lecturers, Visiting Researchers, Visiting Artists	P10,000 gratuity pay, modest hosting within the campus and domestic travel arrangements (if from outside of Dumaguete City) for a week's on-campus lecture/research work per semester.
Non-Tenure Faculty with Rank	Per contact hour rate based on FSAS plus mandatory benefits (i.e. SSS, Philhealth)
Faculty Fellows	P10,000 gratuity pay per month, modest hosting within the campus and domestic travel arrangements (if from outside of Dumaguete City) for at least 10 days of actual on-campus lecture per semester and the equivalent to 10 days input towards research per month.

Senior Professorial Fellows	P10,000 gratuity pay per month, modest hosting within the campus and domestic travel arrangements (if from outside of Dumaguete City) for at least 5 days actual on-campus lecture per semester and the equivalent to 5 days input towards research, student thesis advising or book writing
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Section 5 - EMPLOYMENT OF RELATIVES

University policy permits the employment of close relatives except in the following cases:

1. A direct supervisor-subordinate relationship exists;
2. One relative reviews or processes the work of the other;
3. One relative is given the opportunity to review or recommend salary levels or increases of the other;
4. The relatives are put in frequent contact with each other; and
5. One relative is permitted to occupy a position which has access to confidential information where communication of such information to the other may prove detrimental to the best interests of the university.

For the purpose of this policy the terms “relative” and “family member” are defined as: An individual related to another person or the person’s spouse within the third degree or consanguinity or affinity.

Questions and concerns regarding compliance of this policy should be directed to the HRD Manager in advance of any hiring decisions.

Section 6 - EMPLOYMENT OF FOREIGN NATIONALS

Supervisors, who are considering applicants for employment those non-Filipino citizens, should consult with the Human Resource Development Manager. In no case should a foreign national be allowed to work without having secured the necessary permits from the Bureau of Immigration and Deportation and the Department of Labor and Employment.

II. INDUCTION TO SERVICE

There is a proper induction program which is intended for the new University employees to develop their pride, sense of belongingness and commitment to the community. This is very important in every company and institution because the new entrants have to be welcomed properly in order to build a good starting connection between them and the school they are giving service to.

An orientation for the said people shall be done every semester by the Human Resource Development Office in coordination with the Office of Instruction. All new employees shall undergo the orientation course within one month of employment. Attendance is a must.

A speaker of higher position will discuss important issues with the new employees. He/She will inform them about the school activities and programs, thrusts, and operations. Their benefits and privileges as a member of the University will be thoroughly discussed as well.

The new Faculty and Staff are expected to acquire a good knowledge of Silliman University’s Mission and Vision, Organization Structure, Academic/Financial/Personnel Policies, overview of Philippine culture for foreign nationals, and other important matters that affect them as members of the organization

and the profession. They shall also develop the necessary skills and desirable attitudes regarding their work as faculty/staff of the University.

At the end of the orientation, the participants shall:

1. Show understanding of and make a personal commitment in actualizing Silliman University's Mission and Vision.
2. Knowledge of the Philippine National Anthem for foreign nationals.
3. Know one's place in the organization to enable him/her to function effectively and efficiency towards the realization of the University goals.
4. Comply with the University policies for smooth performance of functions, duties and responsibilities.
5. Assume the varied roles of the teacher for good teaching learning.
6. Observe keenly the Code of Ethics in relation to his/her profession, colleagues, university, church and community.
7. Be aware of the library rules, policies, resources and facilities.
8. Formulate and appreciate the value of the syllabus in facilitating teaching and learning.
9. Recognize the importance of faculty Teaching Performance Evaluation.
10. Construct a good relationship with his/her fellow workmates.
11. Familiarize the environment both in the Silliman University campus and in the workplace.
12. Adjust to the diverse cultures that different students hold.

Note: A re-orientation program for employees shall also be regularly conducted.

III. ADMINISTRATION OF SALARIES AND BENEFITS

SALARIES AND WAGES

Section 1- Wage and Salary Policy

Faculty Salaries and wages of all academic personnel in the collective bargaining unit are to be determined using the agreed Salary Scheme pursuant to the Collective Bargaining Agreement (hereafter SU_SUFA CBA).

Staff

Salaries and wages of all staff employees in the collective bargaining unit are to be determined using the agreed Salary Scheme pursuant to the SU-SUSA CBA.

Section 2 - Pay Procedures

1. No person should be allowed to start working without a contract signed by the President or authorized university representative in the case of project personnel. Any person who allows another to work without a contract is responsible for the salary of the latter.
2. Preparation of the payroll is under the responsibility and supervision of the Treasurer. Changes in the rates of pay, as well as in the hiring and separation of personnel should be accordingly communicated by the HRD Office to the Treasurer so that these can be properly reflected in the payroll.
3. The payroll for monthly paid personnel is centralized at the Business and Finance Office.

4. University personnel who are paid on a monthly basis shall receive their pay every 15th and 30th of the month through the bank. When payday falls on a non-working day or a holiday, payment shall be made on the day immediately preceding the same.
5. The authorization to include a person in the University payroll is based on the contract or appointment from the President's Office. In the event that the contract is not yet ready within five working days before payroll date, a person can still draw his pay in the form of cash advance. Such request will be initiated by the head of office and approved by the Vice President for Finance.
6. In order for overload, tutorials, excess students and similar remuneration to be included in the payroll, these must be submitted to the Business and Finance Office five (5) working days before the payroll date. As a general rule, these are not to be paid outside of the regular payroll periods.
7. No employee should initiate charges against pay through payroll deduction without first securing the approval of the Vice President for Finance. Likewise, units can present university-related charges for payroll deduction only when approved by the VPF. In this case, the VPF assumes that the arrangement has been approved by the personnel concerned.
9. As a matter of policy, the University will not accept charges from outside creditors against the salary of any personnel.
10. The issuance of the pay advice slip shall be done by the payroll staff.

Section 3 - Honorarium

1. University employees may be paid honorarium for extra work beyond their usual assignment.
2. Special assignment or work which is paid with honorarium shall be done after office hours.
3. Honorarium shall be governed by the policy on compensation ceiling.
4. Extra work with honoraria must be distributed among qualified and deserving personnel.
5. Any special assignment must first be cleared with the direct supervisor of the employee.
6. Honoraria are to be incorporated in the payroll.

Section 4 – Overtime

Service rendered by personnel beyond eight (8) hours per day shall be considered overtime work and shall be paid the regular hourly rate plus the applicable overtime premiums as mandated by law. Personnel who by nature of their jobs are required to render service on rest days and holidays such as those at the Student Personnel, Business & Finance, Buildings & Grounds, Multimedia, Cafeteria, and others, are rendering overtime work on such days and shall be paid accordingly. However, Dormitory Managers and similarly situated personnel who are required to be on call at their place of work shall be given an "on-call duty allowance" of two hours per day subject to certification from the immediate head.

Procedure for Overtime Payment

1. As a matter of policy, overtime is discouraged. However, following certain exigencies, it may be allowed.
2. No overtime work shall be undertaken without prior approval from the VP for Finance and Administration. An Overtime Authority form shall be accomplished prior to any overtime work.
3. The head of the initiating department should justify the overtime, indicate the personnel involved, the number of hours required, the cost required and who pays for the overtime. Legal requirements must be observed in paying overtime work.
4. In the interest of University efficiency, employees must be prepared to go on overtime when required by the head of office.

BENEFITS

Section 1 – Leaves

A. Sabbatical Leave

1. Academic personnel who hold a rank of at least assistant professor or its equivalent may qualify for sabbatical leave after every five (5) years of continuous full-time service.
2. The faculty should present a workable proposal to the proper committee through the VPAA for a fellowship, writing or research project. The proposal should prove that the project is primarily for the scholarly development in one's profession as well as for personal and/or institutional growth, and should be presented one year prior to implementation.
3. If the proposal is found meritorious and approved, the faculty will be given one-half of his/her current salary for a one-year leave; or full salary for one-half (1/2) year. It is understood that except for this grant, the grantee should arrange for his/her program and should raise his/her own funds.
4. While on sabbatical, he/she may be allowed to teach at most, half-time, but he/she must use his/her other one-half time for his/her research or textbook writing and other scholarly development, not in pursuing and advance degree.
5. The grantee should consult the proper committee in the choice of the institution where he/she desires to go.
6. The grantee must sign a contract to return and serve after one year of sabbatical leave. Unless the grantee applies for an extension due to compelling and justifiable reasons, and is approved by the University, he/she shall be deemed terminated.
7. A committee composed of five (5) members: the SU Vice President for Academic Affairs (VPAA) or his/her representative; HRD Manager; the dean or director of the applicant's college or school; the president of SUFA/SUSA; and another member of SUFA designated by the Union President, shall screen and review the application and make the proper recommendation to the University. The VPAA shall be the convener.
8. Staff members who are administrators in the academic and non-academic division may go on sabbatical leave to do research in their fields, for study and/or fellowship in their line of work.
9. The grantee will be required to make a final report showing the results of his project at the end of the year.
10. The above rules shall not apply to exchange programs arranged by the University.

B. Sick Leave

1. Regular members of the faculty and staff shall receive full salary without pre-requisites during the first two months of illness.
2. If illness continues after two months upon certification of the medical staff, regular faculty and staff members are entitled to an extended leave of one month of every year of service with the following rates of allowances:
 - a. From the 3rd year to the 10th year: 50% of monthly salary for every year of service.
 - b. From the 11th year up: 40% of monthly salary for every year of service.
3. In case of subsequent illness within 5 years after the end of the previous sick leave they are entitled to 15 days leave with full pay. Thereafter, they shall receive allowance and benefits according to the rate mentioned in paragraph 2 starting where they left off in the previous sick leave.
4. In case of subsequent illness 5 years after the end of the last sick leave, they are entitled only to full salary for one month, after which they shall receive an allowance stated in paragraph 2 which shall start where they left off in the previous sick leave.
5. The maximum sick leave with pay for any one sickness shall be 10 months.
6. Probationary employees shall be allowed sick leave of:

- a. Two weeks with full pay after six months of continuous satisfactory service.
 - b. Four weeks with full pay after one year of continuous satisfactory service.
 - c. Eight weeks consisting of four weeks at full pay and four weeks at 50% after two years of continuous service.
7. A faculty or staff member enjoying the allowances and benefits referred to above shall follow strictly the prescription and instruction of the University Medical Staff. Any violation of this rule shall cause the forfeiture of all sick leave allowances and benefits.
 8. Faculty or staff member on sick leave shall be allowed to resume work in the University with the recommendation of the SUMCFI Medical Director. The date of resumption of work shall be determined by the SUMCFI Medical Director and the immediate supervisor of the employee concerned. In case he/she is recommended to resume his/her work in the University, he shall carry only the amount of load permitted by the medical staff for which he shall receive compensation in proportion to his/her normal load. The provision for proportional compensation may be waived upon recommendation of the dean, director, principal or supervisor with the approval of the President. Full salary shall be paid for an adjusted load not to extend beyond five months within a five-year period.
 9. A faculty or staff member may be allowed absence for two consecutive class/working days due to minor sickness without certification by the University Medical Staff. The employee must inform his/her immediate supervisor in writing within 24 hours; Thereupon, the employee shall file a sick leave using the prescribed leave form. The supervisor then advises the HRD Office. Any absence beyond two (2) days in a month will require a doctor's certificate stating when the person may return to service. This medical certificate must be attached to the sick leave application. Compensation for all absences due to illness (with or without certificate) will be in accordance with the regular sick leave allowance pertinent to the person involved.
 10. Accumulated sick leaves (not requiring medical certificates) for 30 days in a year shall require an employee to undergo a mandatory executive check-up.

Note: Sickness benefits provided herein shall conform with SSS benefits. For future additional privileges, please refer to the Social Security System Rules and Regulations.

C. Study Leave (Refer to FADECO policies)

Silliman University recognizes the basic freedom of faculty members to pursue activities that will redound to their professional growth and development. Due consideration, however, must be given to the institution's plan for human resource development based on its priorities and available resources. Study leaves are normally granted to regular employees. However, exceptions may be granted to promising employees recommended by the department chair and dean of the college or by the immediate supervisor in the case of staff, and approved by FADECO/STADECO.

The period of a study leave is two years for Masters degree and four years for Doctoral degree. Requests for extension of study leave must be initiated by the grantee.

To achieve integration and coordination in the development plans of various persons and units in the University, the procedures outlined below have to be followed:

1. The Dean of an academic unit and, wherever applicable, the Department Chairperson, should take steps to ensure proper dissemination of information on (1) scholarship grants available to the faculty, (2) FADECO administered scholarships or grants, (3) the type of study leaves available and the conditions attached to them, and (4) alternative scholarship schemes.
2. An applicant for study leave with or without FADECO scholarship grant should confer with the Dean and Chairperson of the academic unit to which he/she belongs concerning his/her proposed program of study.

3. Applications should be endorsed to the Vice President for Academic Affairs by the Dean. If an application for scholarship grant and/or study leave is disapproved by the Dean, the applicant may appeal his/her case to the VPAA.
4. The VPAA may, in turn, endorse the application to the FADECO for appropriate action.

Types of Study Leave

1. Study Leave leading to a degree
 - a. Full FADECO Grantee – All financial expenses (monthly stipend and other expenses related to schooling) and family allowance awarded by Silliman to the grantee.
 - b. Partial FADECO grantees
2. Financial awards from FADECO may provide an amount to augment the stipend of a grantee so that it becomes at par with a full FADECO grantee (in instances where the grantee has a source of stipend other than FADECO but the amount is below what FADECO grants to its grantees.) Family allowance is may also be part of the partial award from FADECO.
3. Financial awards equivalent to those received by Full FADECO Grantees are awarded to those who study overseas and have obtained fellowships or other similar grants from other funding agencies other than FADECO.
4. Thesis/Dissertation Scholarship
 - a. Study leave without financial assistance from the University.
5. Study Leave not leading to a degree (Training Program)
 - a. Full salary while on leave
 - b. Travel expenses and full salary while on study leave
 - c. Financial assistance for the preparation of travel papers, local travel expenses, and full salary on family allowance while on study leave, or family allowance.
 - d. Granted to a faculty member working full-time in the University, upon recommendation from the immediate superior (Dean/Director) that the faculty member is worth developing and whose program of study is in line with the directions and goals of the University. All proposals should be approved by FADECO.
 - e. The faculty is at the thesis/dissertation stage with his proposal already approved by the Colloquium Committee and signed by the adviser.
 - f. Policies of FADECO be followed with regard to tuition fee scholarship, release time, thesis and/or research grants.
 - g. Time duration is within a period of one year for thesis and two years for dissertation.
 - h. Release of the grant is proportionate to the progress of the work and that the full payment of the whole amount is released upon completion of the work.

D. Maternity Leave

A covered female employee who has paid at least three monthly maternity contributions during the twelve-month period immediately preceding the semester of her childbirth, abortion, or miscarriage and who is currently employed, shall be paid a daily maternity benefit equivalent to one hundred percent (100%) of her average daily salary credit for 60 days for normal delivery, miscarriage or abortion, or for 78 days for caesarian section subject to the following conditions:

1. That the employee has notified her employer of her pregnancy and the probable date of her childbirth which notice shall be transmitted to 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 days from the filing of the maternity leave application;
3. That payment of daily maternity benefits shall be at par with the recovery of sickness benefits provided by this Act for the same compensation period of 60 days for the same childbirth, abortion, or miscarriage and of 78 days for caesarian section;

4. That the maternity benefits provided under the Section shall be paid only for the first four deliveries after March 13, 1973;
5. That the SSS shall immediately reimburse the employer of one hundred percent (100%) of the amount of maternity benefits advanced to the employee by the employer upon receipt of satisfactory proof of such payment and legality thereof;
6. That if an employee should give birth or suffer abortion or miscarriage without the required contribution having been remitted for her by her employer to the SSS, or without the latter having been previously notified by the employer of time of the pregnancy, the employer shall pay to the SSS damages equivalent to the benefits which said employee should otherwise have been entitled to, and the SSS shall in turn pay such amount to the employee concerned.
7. That the employee shall receive maternity benefits not less than her salary during the period of her maternity leave.

E. Paternity Leave

Pursuant to R.A. 8187, every married male employee shall be entitled to a paternity leave of seven (7) days with full pay for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting. The male employee applying for paternity leave shall notify the University of the pregnancy of his legitimate spouse and the expected date of such delivery.

F. Solo Parent Leave

A solo parent who has rendered service for at least one (1) year, in addition to leave privileges under existing laws and policies, shall be entitled to a parental leave benefit of not more than seven (7) working days every year.

The conditions for entitlement of the leave as outlined in the implementing rules of RA 8972 shall be followed.

G. Leave for VAWC Victims

Pursuant to RA 9262 and its Implementing Rules, a 10-day leave shall be given to victim-employees. Conditions set forth in the law shall be followed.

H. Other Leaves of Absence

1. Official leaves of absence other than vacation, sick, maternity, study and sabbatical leaves with pay may be granted under certain conditions. The basis for determining whether or not the leave should be with pay will primarily be the benefit of the leave to the University. Leaves with pay would normally be to attend to university business. Consultation must be made with the immediate supervisor about the purpose of the leave, the importance and need for the leave and the effect on teaching or work. Arrangements should be made as far ahead as practical.
 - a. For faculty leaves not exceeding six months, with or without pay, the teacher, with the approval of the Dean, Director or Principal, must make arrangements with colleagues to take over his/her teaching duties during his/her absence. Such arrangements should not entail additional cost to the University.
 - b. Faculty leaves, whether with pay or not, shall have prior authorization by the Dean, Director, or Principal and the approval of the VPAA or President.
 - c. Deans, Directors and Principals who go on leave should make prior arrangements with the VPAA. Such leaves shall not entail any additional cost to the University.
2. Emergency leaves, either by a faculty or staff member, covering cases of death or serious illness of members of the immediate family within the second degree of the applicant, may be granted, not to exceed five (5) working days in each case.

3. Leaves without pay may be in form of faculty-staff exchange, faculty-staff loan, or such similar arrangements between the University and sponsoring church-related or funding institutions. These leaves may be approved by the Division Head of the faculty/staff concerned. Application for leaves longer than six months will need the approval of the University President.
4. On very rare instances other than the foregoing, a special leave of absence may be granted by the President, provided that such leave is for the long-range benefit of the University.
5. Failure to secure approval for an extension of the leave of absence thirty (30) days prior to expiration of such leave means termination from the University with loss of benefits and privileges.

I. Vacation Leave

I. Faculty

The regular school year covers 10 months and all teachers are expected to be on duty for the full period. Clearance is required of all contractual faculty after Commencement for those with T-10 contracts and on or before May 31 for those with T-12 contracts.

Full time teachers employed on regular or T-12 basis are given two months' vacation pay during the months of April and May, with the understanding that at least one month of this period will be spent in the preparation for the coming school year such as reading new books and note-taking, revision of course outlines or syllabi, and other preparations for the improvement of instruction.

Faculty members are expected to report back to work on the first working day following May 15.

Faculty members who choose to teach during the summer months in other institutions must inform the University Administration.

Faculty members will be allowed to go on vacation only during official vacation periods and not during the semester or while classes are going on.

During the short break in between semesters, faculty members are expected to be available for briefing on Registration assignments, and also in case where questions arise about their grade reports.

II. Administrators, Non-teaching Academic Personnel and Staff Members

Administrators, non-teaching Academic Personnel and Staff Members shall enjoy paid vacation under the rules prescribed hereunder and such as may later be prescribed by the University:

1. Administrative and Professional Staff

- a. Fifteen (15) working days of paid vacation after the first year of continuous satisfactory service.
- b. Thirty (30) working days of vacation after the second year of continuous satisfactory service. For certain positions, this privilege may be granted with the approval of the President after the first year of service.

2. General Staff

- a. Ten (10) working days of paid vacation after the first year of continuous satisfactory service.
- b. Twenty (20) working days of vacation after the second year of continuous satisfactory service.

J. Rules applicable to Leaves

- a. Definition. For the purpose of the foregoing provisions, an employee shall be deemed to have served the University continuously for the period therein prescribed if during the aforesaid period he shall not have been absent from his work without the written permission of his immediate superior for a sick, maternity, study, or vacation leave, except holidays and time off for sickness of short duration authorized verbally by his superior. An employee shall be deemed to have rendered satisfactory service for the purpose of the foregoing provision unless his immediate supervisor shall have informed the administration of serious dereliction of duty or misconduct committed by the employee during a given year.
- b. An authorized leave for sickness or maternity during the contract period will not reduce vacation privileges. Any other kind of leave for personal reasons, etc. will cause a proportional reduction in vacation.
- c. Part-time employees are not entitled to the privileges provided for in the foregoing paragraphs.
- d. Proportional Vacation. A staff may take an authorized paid vacation within his contract period proportional to the length of service to the University during the contract period, provided that in the opinion of his immediate supervisor the vacation does not seriously affect his work or disrupt the smooth running of the office or department in which he/she serves.
- e. Time when vacation may be taken. When allowed, every effort should be made to schedule the vacations provided for in the preceding rules (for the non-teaching staff) within the contract period or school year.

Vacation leave must be availed within the current year. Unused vacation leaves must be availed of within a 9-month grace period; otherwise, such leaves are forfeited.

Section 2 – Housing

A. Purposes and Policies

Any building constructed by or for Silliman University has the primary purpose of contributing to student life or instruction. The University is continuously concerned about housing for its faculty and staff. It will exert every reasonable effort to make available or help faculty/staff members obtain suitable housing.

The number of residential houses which the University will maintain on Silliman property will be determined by the President, based on recommendations from the Housing Committee. The two criteria to be used in determining need for these houses are:

1. Use in connection with student activities, instruction, and/or residence, and
2. University responsibilities which make it necessary to provide a residence in the University property. Concerned persons will be asked to live in the University houses to facilitate their work or to help attain the purposes mentioned above.

The office of the President updates the list of positions whose holders are expected to live on the campus (within limits of available residences) unless they have their own housing unit.

B. Housing Assignment

The Housing Committee will be guided primarily by the following point system in housing assignment:

CRITERIA	NO. OF POINTS
1. Length of service in Silliman University (Number of Years X 2)	
2. Status	
T – 10	1
T – 12	2
Regular	5
3. Rank	
Faculty – Instructor	2
Assistant Professor	4
Associate Professor	6
Professor	8
4. Position	
Department Chairman	2
Director of School/College/Office	2
Principal of School	2
Dean of College	4
Vice President	6
Staff	
5. Bracket Number or its equivalent	
Brackets 1 to 4	1
Brackets 5 & 6	2
Brackets 7 & 8	3
Brackets 9 & 10	4

Note: In assigning campus houses it should be made known to the assignee that:

- a. there may be a need for the use of the house for student activities and the assignee is encouraged to support these activities, and
- b. a contract must be signed.

Use of House

Only the employee to whom the University house is assigned and his/her spouse, children, parents, siblings, nephews and nieces, first cousins, students approved by the Student Personnel Office, (with fees to be set and collected by the University) and household help may reside or board in the house. However, to be considered eligible for residence, any of these persons except the parents and the children of the husband and wife and the household help must be either student or staff of Silliman University. There are established “normal” and “maximum” occupancy figures for each house which have bearing on use and on maintenance fees. By special arrangement with the Housing Committee, unmarried lady and men staff who cannot be accommodated in the Faculty Ladies and Men’s Homes may be accommodated in Faculty Homes.

Use of Silliman owned Faculty-Staff Homes for boarding and/or lodging of Silliman University students

1. Only certain homes are to be used for boarding and/or lodging Silliman University students upon mutual agreement – between the University and the faculty/staff assigned to the house. This written agreement which stipulates University policies on the use of University house is renewable annually.
2. Students should apply with the Student Personnel Office for either eating or living in these homes – giving reasons for not using University Food Services or University dormitories. The Student Personnel Office should check with Faculty-Staff homes before the student is accepted in the home.
3. Total number of persons in a house must not exceed the maximum set by University General Policy (i.e., ½ times normal occupancy based on 70 sq. ft. of bedroom space per person).
4. Total number of boarders should not exceed twice the normal occupancy or 10 beyond immediate family members occupying the house, whichever is lesser.
5. Accepting of lodgers by housing occupants is discouraged. However, in cases of need and subject to approval by the Housing Committee, this may be allowed with the following stipulation: Lodgers shall be limited to students of Silliman University; that 50% (rate subject to future adjustments) of the lodgers monthly rental fee shall be paid to the University.

Section 3 - School Privileges

All full-time personnel employed by the University shall enjoy 100% discount on all school fees. Their children and spouse shall enjoy a discount on all school fees up to the attainment of an undergraduate degree based on Quality Points Average (QPA).

For entering Grade I pupil, 50% discount shall be granted subject to adjustment based on the general weighted average of the first grading period applicable for the whole school year. This benefit shall be enjoyed by no more than four members of the personnel's family in one given school year.

Should the personnel reach the age of retirement or die while employed in the University, the following provisions shall apply:

Faculty

1. If the academic personnel has served the University for a period of at least three (3) years but less than eight (8) years, any of his children currently enrolled in any level shall continue to enjoy the same privileges until the end of the program.
2. If the academic personnel has served the University for at least eight (8) years at the time of his death or at least 20 years in case of retirement, his minor children will be granted the school privileges up to the attainment of a baccalaureate degree in the University provided that they are enrolled in the University at the time of the parents' retirement or death. This benefit shall be enjoyed by no more than four (4) children of the retiree or the deceased.
3. If the academic personnel has served the University for at least eight (8) years at the time of death or at least 20 years in case retirement, a child who is enrolled elsewhere for a baccalaureate course that is not offered at Silliman at the time of enrollment will be granted a school discount up to the attainment of a baccalaureate: Provided that the child is currently enrolled in school at the time of parent's retirement or death; if the child transfers, admission and academic requirements of the University are met; and the transfer to Silliman University is made within two semesters or one school year immediately following the academic personnel's death or retirement.

Staff

1. Should a staff employee, who has served the University for at least three (3) years, be separated from his employment on account of retirement, disability or death, his spouse and children currently

enrolled in any level shall continue to enjoy the same privilege until graduation from the program or the end thereof (early childhood, elementary, high school, or college).

2. If the staff personnel has served the University for at least eight (8) years at the time of his death or total permanent disability, a maximum of four (4) of his minor children who are enrolled in the University at the time of death or disability shall be granted the school privileges mentioned above up to the attainment of a baccalaureate degree in the University.

Section 4 – Hospital Benefits

The employees shall avail of hospital benefits provided in the existing Hospital Plan of Silliman University. The University shall cover the full cost of participation of all *qualified* academic and staff personnel plus one other qualified dependent of his/her choice, in the Hospital Plan. Participation of other qualified dependents, in addition to the two covered by this provision, shall be credited to the account of the personnel concerned.

The University shall provide free regular annual medical check-up, including laboratory test (blood, urine, stool, pap-smear, and x-ray), to all personnel.

Section 5 – Group Life Insurance

All full-time employees shall be members of the Group Life Insurance Program (GLIP) of the University. All premiums shall be fully paid by the University.

Section 6 – Retirement Benefits

The Retirement Plan shall be non-contributory. Retirement benefits shall be equivalent to one month per year of service.

IV. IN-SERVICE EMPLOYMENT POLICIES

Section 1 – Supervision of Employees

Every employee will ordinarily have one immediate superior to whom he/she is directly accountable. In administering policies, supervisors may request for assistance from the Human Resource Development Office.

Responsibilities of the immediate superior:

1. Evaluating performance
2. Training, promoting, and transferring employees
3. Promoting the safety of employees
4. Reporting accidents happening to employees
5. Controlling and reporting absenteeism and tardiness
6. Safeguarding university property
7. Disciplining employees and initiating employment termination procedures

Section 2 – Hours of Work

Staff

Office hours for all staff members (academic and non-academic, except the personnel of the Silliman Cafeteria, Power Plant, Press, and Security Guards) shall be from 7:30 to 12:00 noon and 2:00 to 5:00

P.M., Monday to Friday. However, should there be units that observe flexible time, the same shall be reported to the HRD office by the Unit Head.

This schedule has been adopted to allow staff members a two-day rest period for the week. Moreover, this schedule has been designed to enable staff members to attend meetings which are usually scheduled during Saturdays.

All offices should be opened on time, and punctuality and strict observance of office hours is expected of all staff. If for some reason, some heads of offices cannot report to their office on time, arrangements should be made for someone to take charge of the office and attend to those needing services.

Faculty

Teachers are required to keep regular office hours of at least two (2) hours a day or ten (10) hours a week for purposes of student conferences and advising. Office hours should be posted on their college or department bulletin boards.

It is incumbent upon all unit heads to monitor attendance and tardiness of employees on a day to day basis. The process of monitoring shall be left to the discretion of the unit head. A monthly report of absences and tardiness shall be submitted to the HRD Office not later than the 7th day of the following month.

Section 3 – Transfers

Transfers are allowed in the following situations:

1. An employee's request for transfer is granted.
2. An employee is offered, by invitation, another position within the University.
3. An employee is physically incapable of carrying out the duties of his or her current position.
4. As part of the redeployment process in a redundancy situation.
5. When conflicts occur in the workplace

Where an employee's work is adversely affected because of reasons (3), (4) or (5), the HRD Manager has the authority to transfer the employee as an exercise of management prerogative. The HRD Office will advise the recipient department of the details of the transfer and will confirm the details with the releasing department.

Section 4 – Promotions

Salary advancements and promotions will be based on merit.

A promotion is the shift of an employee from one position to another having more responsibilities/duties or involving more skills (higher classification). To be promoted, the employee must meet the qualifications required by the new position. The University will provide opportunities for promotion.

Promotion criteria and procedure as described in the collective bargaining agreement (CBA) must be observed.

Section 5 – Church Attendance

Silliman University was founded to provide a liberal and a Christian education. This purpose should be kept alive. This means that while no attempt should be made to convert students and faculty to a

particular institution or form of the Christian faith, a University program for introducing the University community (of students, faculty, and staff) to the Christian message is in order.

As a University with this kind of background and continuing commitment, ongoing opportunities for religious growth and understanding, such as church services and convocations which undergird all of life, including intellectual growth, are provided; and teachers and staff members are encouraged to make use of them. Members of the University should be encouraged to grow in their faith, for religious understanding is basic to the growth of the total person.

Section 6 – Convocations, Faculty/Staff General Meetings and Assemblies

All teachers are expected to attend convocations and assemblies of their own college, as well as the All-University convocation. An all-university convocation is scheduled at the beginning of each semester and whenever there are special or important occasions and/or guest speakers on campus.

All faculty and staff members of the University, representing all divisions, colleges, schools, departments and all support services automatically make up the General Faculty and Staff Assembly. Its actions are recommendatory in nature. As a body, it is primarily concerned with matters of general interest and policies concerning the entire University. No restrictions are placed upon the agenda of their meetings. Questions are encouraged and any topic of interest may be discussed and any member may present any subject that she/he thinks may be included in the agenda of the next meeting. Assembly actions or recommendations shall be presented by the Presiding Officer to the proper administrative bodies in the University authorized to act on those matters concerned.

The President, or in his absence, the Officer-In-Charge of the University, shall preside over the meetings.

At the first meeting of each academic year, an election will be held to select members who are to serve on the various standing committee, viz: Housing Committee, Personnel Committee, University Religious Life Council, Finance Committee, Faculty Development Committee, Staff Development Committee, and other standing committees as may be created.

There shall be one regular meeting per semester of the General Faculty and Staff Assembly called by the President or by his authorized representative. A special meeting may be called at the instance of the President or upon the written petition of at least 50 members provided that the purpose is stated in the petition.

Failure to attend shall be dealt with accordingly.

Scheduled meetings should be attended by everyone. Such meetings are called because they are important and full attendance is expected. Active participation in faculty and staff meetings is recorded in the personnel file.

Section 7 - Faculty/Staff Running for Elective Public Office

Employees running for any elective public office from the level of the city/municipal council and up are automatically on leave upon filing of their certificate of candidacy. They may avail of leave benefits.

Those who get elected, except for members of the Sangguniang Bayan, Panglungsod or Panlalawigan, are deemed resigned upon assumption of office.

Section 8 – Service Recognition

A Service Recognition Award shall be given to all full-time employees, currently employed with the University, who have rendered at least twenty (20) years of continuous service.

Section 9 – Cash Incentive

As a way to encourage faculty members to undertake activities that would enhance the academic standing of the University and to reward superior academic performance, a cash incentive scheme is established pursuant to existing guidelines. (refer to the FSAS)

Section 10 – Part-time Studies

Before enrolling in any course in or outside the University, a full-time faculty or staff member must secure prior permission from his/her Dean, Director or Supervisor, with the approval of the VPAA, in the case of faculty, or the VP for Finance/Administration, in the case of staff. The Dean, Director, or Supervisor shall determine the number of units the faculty or staff member may carry, depending upon his/her capability, competence, and aptitude, and whether or not the studies will adversely affect his/her responsibilities and efficiency as a faculty or staff.

No full-time faculty or staff member of the University and/or its related entities shall be eligible for any student scholarship offered by the University or its various colleges.

Section 11 – Staff Members Teaching Part-time

As a general rule, staff members are not encouraged to teach. They may be allowed to teach only for the following reasons:

1. If there is an imperative need for their teaching service and the Dean or Director of the College or School makes a request for it. Those who teach during office hours shall receive no extra compensation; otherwise, they shall be entitled to such pay either as overload or by contact hour.
2. When their contract of employment makes part-time teaching part of the assignment. However, the employee shall receive no extra compensation when they teach during office hours unless their contract of employment so provides.

A staff member who teaches 6 units or more must always secure the approval of his/her immediate supervisor.

Section 12 – Sidelines or Outside Work

Full-time or regular employees are urged to engage in a limited practice of his/her profession; provided any outside pursuit or occupation shall not interfere with the faithful discharge of his/her duties. Under no circumstances may a teacher or staff member accept a position in another school/institution without the approval of his administrative head and the President.

Section 13 – Tutoring

Tutoring shall be understood as the giving of supplemental lessons or instructions to students outside of scheduled, special, or remedial class hours and outside of the University campus.

No full-time teacher, department chair, director or dean is authorized to tutor students whether his own or not, and whether for pay or free unless approved by the VPAA.

Part-time teachers (those carrying less than 12 units) as well as qualified members of the staff who have no teaching assignment may, in appropriate cases, be authorized to tutor students; provided, however, that part-time teachers shall not tutor their own students.

Approval for tutoring services should be secured from the director supervisor and the Vice President for Academic Affairs.

Section 14 – Clearances

At the end of the second semester or, at least, the summer term, temporary teachers are required to present an accomplished clearance form to the office of the Treasurer before they can draw their final salary for the school year. Clearance forms may be secured from the Business and Finance Office.

The University shall withhold a maximum of twenty percent (20%) of the employee's last salary and other monies accruing to him/her as a result of the termination of his services until the employee receives a clearance for final, property, and academic accountability from the University officers concerned. These offices are indicated on the clearance form.

Section 15 – Physical Examination

Each faculty and staff member must submit evidence of physical fitness, certified by the University Physician, before any contract will be considered valid or binding by the University.

No salary will be paid to anyone at the beginning of the school year who has failed to secure a medical certificate signed by the University Physician showing that the examination is complete and that the person concerned is fit for full-time employment. Faculty/staff members on regular status are required to have physical examination annually.

V. CODE OF CONDUCT

CODE OF CHRISTIAN COLLEGIALLY

Silliman University celebrates friendships predicated on Christian fellowship. Its faculty, staff, and students form a community of friends and colleagues who all seek to live and to relate to each other in accordance to this Code.

I. GENERAL STATEMENTS

We recognize that:

1. Silliman University is an institution of higher learning founded on and proclaiming the evangelical tradition of the Christian faith, and seeking unity and cooperation in the best tradition of the ecumenical movement;
2. Silliman University is a ministry of multilevel Christian education. As such, the University recognizes and respects its own Christian ideals, heritage and traditions, and its faith on Jesus Christ as "the Way, the Truth and the Life", in the sense stated in the Holy Bible;
3. Silliman University is an enabler of great learning ; it builds in each person a unity of competence, character, and faith together with a deep sense of social responsibility;
4. Silliman University is a community of persons which seeks to build personal and collective development, and affirms the fundamental dignity of all human beings and of the integrity of God's creation;

5. Each person in the University – faculty, staff, student, alumni, friend – is a repository of the unique heritage and traditions of Silliman University; each embodying a part of its heritage and tradition; and
6. Silliman University is a corporation governed by the laws of the Republic of the Philippines and derives both entitlements from and obligations to the same.

II. COLLEGIAL OBLIGATIONS

a. Professional Conduct:

1. Everyone in Silliman is a professional colleague to the others – faculty, students, staff, alumni, guests, friends – who all exercise their respective roles and functions and form part of the University system. Each one is to relate to the others in the best professional and personal manner as would accord the highest dignity and value to all concerned:
 - a. faculty to other faculty, and to all staff, students, alumni and friends;
 - b. staff to other staff, and to all faculty, students, alumni and friends; and
 - c. students to other students, and to all faculty, staff, alumni and friends.
2. As colleagues in the University, everyone is expected to accord everyone else the highest esteem, the most refined language of respect, and the best work and quality of service or output. No one should solicit from anyone, any work, service or output that is not directly relevant to a professional undertaking or relationship occasioned in the classroom or other recognized and specified workplaces in the University or under any related learning experience (RLE), service learning or volunteerism program approved by the University;
3. Students are expected to fully understand and be supportive of the vision, mission, and goals of the University and of their respective colleges and departments.
4. Honesty. Everyone is expected to observe honesty in all academic conduct and work in the University.
5. Discipline. Everyone is expected to observe the highest level of discipline in complying with time, academic, ethical and other requirements, policies, and laws.
6. Stewardship. Everyone is expected to respect any property of the University and other members of the University.
7. Everyone should refrain from using one's position or function in the University whether as faculty, staff or student, to gain and obtain personal entitlements, advantages or benefits of any kind (monetary or otherwise) that are not sanctioned nor allowed by the terms of one's professional engagement or contracted employment in the University; Gift giving and gift-receiving, whether in cash or in kind, in consideration of any special act in giving a passing grade, granting of honors, or for other entitlements, are strictly prohibited.
8. Everyone should protect each other from any form of harassment wherein by reason of superior power, capacity to intimidate, or moral ascendancy, a person exacts services, goods, or favors from another, whether or not with malice or for gains. Faculty members, administrative personnel or staff, student leaders, or any person who exercises moral ascendancy over another are prohibited from using sexually colored language, insinuating sexual interest, gaining sexual favors.
9. Service. All members of the community are encouraged to express social consciousness or perform religious duty in voluntary service for those in need within the community and the larger society.
10. Equal Opportunities and Non-Discrimination:
 - a. Everyone must respect and be tolerant of the religion, ethnicity, opinion, and gender orientation of other members of the University.
 - b. Teachers shall in no way consider a student's course, gender, marital status, family status, gender orientation, religion, age, disability, race, ethnicity, and socio economic status as a factor in the computation of grades.
 - c. No person shall be given special treatment on the basis of congeniality, relation, status, or anything of such nature.

11. **Scholarship.** The development of knowledge depends upon high personal standards of scholarly conduct and mutual trust. Members of the University should respect the professional activities of their colleagues, and should not engage in actions that would impede the reasonable professional activities of individuals, communities, agencies or institutions nor against a colleague for personal advantage. Professional conflicts should be dealt with in a collegial manner in accordance with the rules or policies of the University.
12. **Confidentiality.** Everyone should maintain confidentiality of any information regarding their colleagues and should not undermine the confidentiality of academic research or publicize confidential proceedings of appointment and promotion committees. Student records are considered confidential unless confidentiality is waived or allowed by law or by university policy.

III. ENTITLEMENTS

a. Academic Freedom

1. Everyone has the general duty to promote the growth and spread of knowledge of the highest academic standards, protect academic freedom, and promote a working environment appropriate to these aims. Originality and quality should always take precedence over quantity as criteria for assessing academic performance.
2. Teachers are obliged to provide and students are entitled to be provided, in a timely manner, adequate information on the content of courses, program choice, modes of assessment and appeals procedures, as well as dynamic and relevant course syllabus or outline.
3. Students are also entitled to prompt and fair evaluation of their work and/or class performances, and to keeping of full and proper records of their progress.
4. Teachers shall establish classroom engagement strategies that support differentiated learning in a way that respects the dignity of all students.
5. Teachers shall seek to engage students through the use of appropriate teaching strategies.
6. A grievance procedure shall be available to all members of the University and such grievance procedure should ensure the respect for basic rights of individuals pursuant to laws, regulations, and policies of the University.
7. Research activities should be reported accurately and disseminated as is reasonable. Members of the University should not undertake sponsored research which would damage or impair the academic integrity of their professional conduct.
8. **Intellectual Property Rights.** Members of the community should not claim credit for the research and intellectual property of others; due credit must be given to the contributions of others in collaborative work.

b. Human Rights

1. Everyone shall be accorded the fundamental right to information, freedom of association, of speech, and of religion, equal opportunities, and non-discrimination, pursuant to the constitution, existing laws, and university policies and regulations.
2. Each one is entitled to his political opinion and to be involved in political affairs in such manner as is allowed under the constitution, the laws, and the policies of the University.

CODE OF ETHICS FOR TEACHERS

I. Relation of the Teacher and the Profession

1. The primary task of the teacher is the discovery and exposition of truth in his/her own field of study.
2. The teacher should grow professionally and improve the techniques of his/her teaching.

3. The teacher is expected to participate in the activities of professional societies in his/her chosen field.
4. The teacher must see the truth in his/her special field in relation to the larger Truth in the whole of life.

II. Relation of the Teacher and Students

1. The teacher must maintain good and respectful relations with students and should be deeply concerned with the welfare of his/her students.
2. Effective teaching requires of the teacher regular and punctual meeting of his/her classes, faithful attention to student consultations, and constant interest in the daily work in the classroom.
3. The teacher must be alert to observe any conduct inimical to Christian character, but he must treat with understanding the student's shortcomings or weaknesses.

III. Relation of the Teacher and Colleagues

1. The teacher should give his/her colleagues active cooperation, support and encouragement in their professional and personal development, and in the realization of the goals and mission of University.
2. The teacher must give credit for materials obtained from colleagues or elsewhere, used in his/her own lectures, publications, or public presentations.
3. The teacher should avoid disparagement of his/her colleagues, and discourage idle talk about them.
4. The teacher should avoid unfair competition with his/her colleagues for any position, rank; nor take any advantage whatsoever.

IV. Relation of the Teacher to the University

1. The teacher should be loyal to the ideals and mission of the University and should cooperate in attaining them.
2. The teacher should be ready to participate in the formulation of University policies and to assume his/her professional obligations in the application thereof.
3. The teacher should transact all official business through proper channels and abide by the University policies, rules and regulations.
4. The teacher should keep in strict confidence all University matters not intended for dissemination.

V. Relation of the Teacher to the Church

1. The teacher must consider his/her primary vocation to be that of a follower and disciple of Christ.
2. While the teacher is not required to be a member of a Protestant Church, he/she must recognize that Silliman University is a Christian Institution established and maintained under Evangelical auspices, and that the program and activities of the Silliman Church are an integral part of the purpose of the University.
3. The teacher must do his/her best, in all situations, by precept and practice, in private and public life, to make effective his/her Christian convictions.

VI. Relation of the Teacher to the Community

1. The teacher should perform his/her duties as a citizen and take part in community activities, with due consideration to the effective performance of his/her University responsibilities.
2. The teacher should not, during the period of his/her employment with the University, undertake any extensive activities outside the institution which would interfere with the due performance of his/her duties.
3. The teacher should not invite adverse publicity by speech or conduct unbecoming to his/her position.
4. The teacher should give due respect to the rights of others and of the customs and traditions of the community.

NORMS OF PROFESSIONAL CONDUCT

1. Everyone in Silliman is a professional colleague to the others- faculty, students, staff, alumni, guests, friends who all exercise their respective roles, functions- and form part of the University System. Each one is to relate to the others in the best professional and personal manner as would accord the highest dignity and value to all concerned:
 - a. faculty to other faculty, and to all staff, students, alumni and friends;
 - b. staff to other staff, and to all faculty, students, alumni and friends; and
 - c. students to other students, and to all faculty, staff, alumni and friends.
2. As colleagues in the University, everyone is expected to accord everyone else the highest esteem, the most refined language of respect, and the best work and quality of service or output. No one should solicit from anyone, any work, service or output that is not directly relevant to a professional undertaking or relationship occasioned in the classroom or other recognized and specified workplaces in the University or under any related learning experience (RLE), service learning or volunteerism approved by the University;
3. Obedience and Discipline. Everyone is expected to obey the rules and policies as well as to conform to the Code of Conduct of the University. Everyone is also expected to observe the highest level of discipline in complying with time, ethical, academic and other requirements. Since each member of the University is bringing the name of the Institution, everyone is expected as well to observe good conduct outside of Silliman University and even through social networks and other online networking.
4. Honesty. Everyone is expected to observe honesty in all academic conduct and work in the University.
5. Stewardship. Everyone is expected to respect any property of the University and other members of the University.
6. Everyone should refrain from using one's position or function in the University whether as faculty, staff or student, to gain and obtain personal entitlements, advantages or benefits of any kind (monetary or otherwise) that are not sanctioned nor allowed by the terms of one's professional engagement or contracted employment in the University; gift giving and gift receiving, whether in cash or in kind, in consideration of any special act in giving a passing grade, granting of honors, or for other entitlements is strictly prohibited.
7. Everyone should protect others from any form of harassment wherein by reason of superior power, capacity to intimidate, or moral ascendancy, a person exacts services, goods, or favors from another, whether or not with malice or for gains. Faculty members, administrative personnel or staff, or any person who exercises moral ascendancy over another are prohibited from using sexually colored language, insinuating sexual interest, gaining sexual favors.
8. Service. All members of the community are encouraged to express social consciousness or perform religious duties in voluntary service for those in need within the community and the larger society.
9. Equal opportunity and Non-discrimination:
 - a. Everyone must respect and be tolerant of the religion, ethnicity, opinion, and gender orientation of all members of the University.
 - b. Teachers shall in no way consider a student's course, gender, marital status, family status, affectional orientation, religion, age, disability, race, ethnicity, on social economic status as a factor in the computation of grades.
 - c. No person shall be given special treatment on the basis of congeniality, relation, status, or anything of such nature.
10. Scholarship. The development of knowledge depends upon high personal standards of scholarly conduct and mutual trust. Members of the University should respect the professional activities of their colleagues, and should not engage in actions that would impede the reasonable professional activities of individuals, communities, agencies or institutions nor against a colleague for personal advantage. Professional conflicts should be dealt with in a collegial manner in accordance with the rules or policies of the University.

11. Confidentiality. Everyone should maintain the confidentiality of any information regarding their colleagues and should not undermine the confidentiality of academic research or publicize confidential proceedings of appointment and promotion committees. Student records are considered confidential unless confidentiality is waived or allowed by law or by university policy.
12. Intellectual Property Rights. Members of the community should not claim credit for the research and intellectual property rights of others; due credit must be given to the contributions of others in collaborative work.
13. Political Activities/ Affiliations. Any faculty, staff and member of the University must refrain from any political activities bringing the name of the institution and any other political actions that may cause conflict within the University. Such as, but not limited to, taking sides on a local controversy, meddling in the Student Government elections, publicizing issues of one's job in a newspaper, article or media. Other political actions such as lobbying, expressing of opinions and advocacy may be tolerated as long as it upholds the principles of the University.
14. Internet Usage. The university is now on a WiFi zone, everyone is expected to be responsible in making use of the internet as it is only for the purpose of professional activity and for the fulfillment of job tasks. Surfing to pornographic sites is strictly prohibited. Social Networks must be used responsibly so as not to disrupt any professional tasks.

VI. EMPLOYEE DISCIPLINE

The objectives of disciplinary actions must always be positive. They must be educational and corrective. It must improve the future actions and behavior of persons rather than to punish him/her for what has been done. The stages of punitive discipline imply that stronger penalties are meted for grave or repeated offenses. The rationale behind this is to give the person an opportunity for self-correction before more serious penalties are imposed and for management to work with an employee to correct infractions.

Due process should always be observed. Due process is satisfied when a person is notified of the charge against him and is given an opportunity to explain or defend himself/herself. The essence of due process is simply to be heard or to have an opportunity to explain one's side, or an opportunity to seek a reconsideration of the action or ruling complained of.

1.0 Stages of Corrective Discipline

1.1 Verbal warning or reprimand

This is the first step in corrective discipline. When an employee fails to maintain a standard or has broken a rule, a clear verbal warning is needed. The immediate superior must provide assistance and help subordinates prevent the recurrence of the infraction.

Hereunder are specific procedural guidelines when conducting this type of discipline:

- a. Complaints must be addressed to the immediate superior.
- b. Superior must maintain a record of infractions per employee;
- c. Call erring personnel immediately after the offense is made by the superior must avoid public reprimand because this will only generate resentment towards the superior.
- d. Begin the interview with a question or request for information, not accusation. Ask who, what, where, when, why, and the how of the problem in a friendly manner;
- e. Allow the erring person to give his side regarding the offence made and give the personnel ample time to explain and defend him/her on the evidences you have.
- f. Listen carefully to the person's reason;
- g. Criticize the wrong doing, not the person;

- h. Emphasize to the personnel that a similar act in the future will be dealt with by a heavier action; and
- i. Show the person that you have noted the incident and that you have made some allowances for honest mistakes.

1.2 Written Warning

This is the first formal stage of corrective discipline. This document will be made part of the personnel records. The Union shall also be furnished a copy of such warning to its member. This document can be presented as evidence later if more serious penalties are imposed.

Hereunder are specific procedural guidelines for the immediate superior when imposing the 2nd stage of corrective discipline:

- a. Prepare all evidence in writing and check with the person's 201 file if there has been a similar incident in the past and what has been done to correct the infraction;
- b. Inform in writing a Union officer or representative that you are conducting an investigation to an infraction made by a member ;
- c. Conduct the disciplinary interview not later than 36 hours after you have learned and/ or have known of the infraction committed, unless a longer period is necessary as circumstances may warrant;
- d. Conduct the disciplinary interview in a private place, in the presence of a Union representative, as the case may be;
- e. Begin the disciplinary interview with a question or a request for information, not an accusation. Ask who, what, where, when, why, and the how of the problem in a friendly manner;
- f. Allow the erring person to give his/her side. Allow him/ her to explain and defend himself on the pieces of evidence you had gathered and the evaluation you have made.
- g. Listen carefully to the person's reason. Write down relevant information.
- h. Prepare the Memorandum, focusing on the infraction and the corrective action you have decided upon. Ask the erring employee to receive his/ her copy in the presence of the Union representative.
- i. After the disciplinary interview, the person responsible for the imposition of the disciplinary action shall furnish the HRD Manager, within 24 hours after the interview was made, a copy of the written reprimand and a transcript of what transpired during the disciplinary interview.

1.3 Disciplinary Suspension

This refers to a temporary break from work by the employee due to a grave violation or repeated violations of rule or policy. The length of suspension largely depends on the seriousness of the offense. Just like the written warning, suspensions must be documented, and copies shall be furnished to the Department of Labor and Employment and Union (if a member thereof).

Personnel who are under suspension shall not be allowed within the premises of the unit or department where he/she belongs.

When imposing DISCIPLINARY SUSPENSION, persons concerned must refer to the appropriate procedures as herein outlined (for all employees other than academic personnel) and the SU-SUFA CBA for academic personnel.

Hereunder are the procedural guidelines that the immediate superior must observe:

- a. Take the initiative of finding out what has been done in similar cases;

- b. Prepare all evidence in writing and check with the person's 201 file if he/ she has committed a similar incident in the past and what has been done to correct the infraction;
- c. File the complaint with the HRD Manager, duly supported by evidence.
- d. The immediate supervisor shall explain to the person why the action is necessary.
- e. The supervisor must express his/ her faith and confidence in the person emphasizing that he/ she was hired on the basis of her/ her good traits and that it is in the best interest of all concerned that such misconduct is not repeated.
- f. Ensure that the decision of the President is faithfully followed by the concerned employee.

Note: Part of the educational & positive process of corrective discipline is for individuals under suspension to meet with a designated counselor/psychologist.

1.4 Preventive Suspension

The president may place any faculty or staff under preventive suspension if his/her employment poses a serious and imminent threat to life or property.

Note: If in any case, an employee, staff and faculty is under preventive suspension pending investigation, and a resolution has not been reached within the 30-day suspension, the same may be extend until the investigation is finished; provided, the respondent shall receive his/her pay for the extended period.

1.5 Termination of Employment /Dismissal

The President may terminate the service of any employee (regular or non-regular) for just and authorized causes as provided for by law. Due process must always be observed.

Among the just and authorized causes for termination/employment of regular or temporary employment by the President are the following:

- a. Gross moral delinquency, whether committed inside or outside the campus
- b. Reasons of economy or reorganization as defined by existing labor laws
- c. Serious misconduct or willful disobedience by the faculty or staff member
- d. Gross and habitual neglect of duties
- e. Fraud or willful breach of trust by the faculty or staff member
- f. Commission of a serious crime/offense, or violation of the Code of Conduct
- g. Incompetence, inefficiency or incapacity in the performance of duties
- h. Being notoriously undesirable
- i. Other causes analogous to the foregoing.

2.0 Disciplinary Procedure (regular or non-regular personnel) in the University

- a. The initiative for the action will usually come from the supervisory officer to whom the member is directly responsible. Complaints against University personnel shall be taken first to this officer.
- b. The Personnel Committee (for Administrators and staff) or the Disciplinary Panel (for academic personnel) or the Adjudication Committee (for Sexual Harassment cases) as the case maybe, will investigate any complaint involving moral character or misconduct before any recommendation is made to the President.
- c. The person concerned will be given an opportunity for a hearing before his/her supervisory officer, Dean/Director, or any appropriate body designated by the University, unless the same is not possible as in a case of abandonment.

- d. A recommendation shall be submitted to the University President, and the latter may suspend or dismiss a faculty or staff member based on his/her appreciation of the merits of the case.
- e. The grievance procedure as outlined SUFA/SUSA CBA will also be observed.
- f. The decision of the President is final and executory.

VII. Resignation

A faculty or staff member may terminate the employment contract by filing a written notice thirty (30) days in advance of such resignation.

VIII. Retirement

Academic or Staff personnel who have served the University for a period of twenty (20) years of continuous service or has reached the age of sixty (60) but has rendered less than twenty years of continuous service may apply for an optional/early retirement, in which case the employee shall be entitled to all the retirement benefits accruing and due upon effectivity of retirement.

All covered employees who are separated from the service on account of death, physical or mental disability shall be considered as automatically retired and shall be granted the retirement benefits regardless of the length of their employment with the University. Separation from service due to health reasons shall be considered as a physical disability.

Compulsory retirement shall be at 65 years of age.

IX. SU CARES

The Silliman University

C - ounseling
A - dvocacy
R - esearch & Evaluation
E - ducation
S – ervices

is an arm of the University's Human Resource Development Office which provides free and confidential services to individuals and groups needing help or support. Those who will avail of its training programs will be helped to build on their strengths and develop tools to cope with unexpected challenges. Beyond Silliman University, the services are also available to members of the community at large. Vision-Mission Statement We commit to promote and protect good mental health by advancing individual well-being and upholding positive and lasting life changes.

Mission - Vision Statement

We commit to promote and protect good mental health by advancing individual well-being and upholding positive and lasting life changes.

SERVICES

Counseling/Psychotherapy

The professional relationship with a licensed counselor will provide a framework and direction to maximize an individual's (or group's) potential for positive results.

- face-to-face

- telephone
- online

Psychological Assessment

Use of appropriate standardized assessment tools allows gathering of objective, relevant, and realistic information about self.

The psychological tests may be administered to:

- Clients from the University and the community at large
- Applicants/prospective University employees

Consultation/Life Coaching

Individuals may seek advice or recommendations on various topics or concerns.

Psycho-Educational Training Programs

Proactive and preventive in nature, this service reinforces cognitive, affective and behavioral skills.

- **Coping Skills**
Ability of being able to offset disadvantages in day to day life, overcome adversity, disadvantage, or disability.
- **Self Esteem**
The experience of being able to competently cope with the basic challenges of life and being worthy of happiness
- **Values Clarification**
The ability to be fully conscious of the influence of one's values, and to explore and honestly acknowledge what one truly values at a certain point in life.
- **Effective Communication and Listening Skills**
 - Being able to successfully facilitate the transfer of one's thoughts, feelings, and ideas to another.
 - Being able to hear and understand what someone else says; being able to ask for clarification, showing empathy and providing an appropriate response.
- **Interpersonal Skills**
Enhancing and refining all the behaviors and feelings that exist within all of us that influence our interactions with others.
- **Leadership Skills**
Ability to motivate a group of people toward a common goal.
- **Problem Solving Skills**
Skills that one needs when confronted with a decision or problem that needs to be solved.
- **Stress Management**
Encompasses techniques intended to equip a person with effective coping mechanisms for dealing with psychological stress and for the purpose of improving everyday functioning.
- **Team Building**
Refers to a wide range of activities, usually, for improving team performance. This is achieved through a variety of practices that can range from simple bonding exercises to complex simulations and multi-day team building retreats designed to develop a team (including group

assessment and group-dynamic games).

- **Trust Building Skills**
Being able to establish firm belief in the honesty and reliability of another.
- **Time Management**
Refers to a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals. It encompasses a wide scope of activities, which include planning, allocating, setting goals, delegation, analysis of time spent, monitoring, organizing, scheduling, and prioritizing
- **Mental, Emotional Health Issues**
Exploring and understanding issues on subjective well-being, self-efficacy, autonomy, competence, intergenerational dependence, and self-actualization of one's intellectual and emotional potential.
- **Colleague to Colleague Support (CSCS)**
 - A peer support program that promotes connectedness and harnesses empathetic traits among volunteers who are willing to be trained to provide knowledge, experience, emotional, social or practical help to colleagues
 - Fellowship for New Employees
- **Self-expression Activities**
Provide avenue for expression of self through song, dance, etc.

Research and Evaluation

Regular evaluation and assessment of services are conducted to make the needed improvement of said services as well as to continually inform the counseling practice.

X. FACULTY PROMOTION INSTRUMENT

SU-SUFA PROMOTION INSTRUMENT					
RANK	FSAS POINTS <i>(Min; not automatic)</i>	TEACHING EFFICIENCY RATINGS <i>(for the last 2 SYs)</i>	DEGREE & EXPERIENCE	PUBLICATIONS <i>(scholarly journals/publicatio ns)</i>	SPEAKERSHIP
Assistant Professor	42.00	3.75	Masters Degree (For faculty member of the College of Law & Medicine, REGULAR STATUS in the University)		
Associate Professor	102.00	3.75	Minimum of Masters degree; * 7 years of continuous full-time service in SU after the last promotion OR 3 years of continuous full-time service if holder of a doctoral degree	4 publications, university/ academic/professio nal-based (** minimum of 2 actual publications plus converted speakerships/ lectureships)	1 in a national/regional conference/ seminar of the discipline
Professor	182.00	3.75	* 8 years of continuous full-time service in SU after the last promotion OR 5 years of continuous full-time service if holder of a doctoral degree	6 publications, university/ academic/professio nal based (** minimum of 3 actual publications plus converted speakerships/ lectureships) OR 5 national/internatio nal publications (** minimum of 3 actual publications plus converted speakerships/lectur eships	4 national/internatio nal speakerships (**minimum of 2 real speakerships plus converted publications)
Notes: * All approved leaves will not disrupt the continuity of the employees' service to the University. ** Inputs should not have double effect when conversion is applied.					

Conversion Scheme of Scholarly Outputs

- ON SPEAKERSHIP TO SPEAKERSHIP
 - 1 NATIONAL SPEAKERSHIP = 2 REGIONAL SPEAKERSHIPS
 - 1 NATIONAL SPEAKERSHIP = 7 LOCAL SPEAKERSHIPS

- ON SPEAKERSHIP TO PUBLICATION
 - 3 NATIONAL SPEAKERSHIPS = 1 NATIONAL PUBLICATION
 - 2 INTERNATIONAL SPEAKERSHIPS = 1 NATIONAL PUBLICATION
 - 2 NATIONAL AND 1 INTERNATIONAL SPEAKERSHIPS = 1 NATIONAL PUBLICATION

- ON PUBLICATION TO PUBLICATION
 - 2 UNIVERSITY PUBLICATIONS = 1 NATIONAL/INTERNATIONAL PUBLICATION

- ON PUBLICATION TO SPEAKERSHIPS
 - 1 NATIONAL PUBLICATION = 3 NATIONAL SPEAKERSHIPS

NOTE: The following are required for speakerships for purposes of conversion:

- a. *Certificate of Appreciation*
- b. *Program of Activity*
- c. *Copy of Manuscript*

XI. SEXUAL HARASSMENT POLICY

It is the policy of Silliman University to establish and maintain an environment in which the dignity and worth of all members of the institution are respected. The University affirms its commitment to provide a safe and comfortable learning and working environment for students, faculty and staff, free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment in any situation is reprehensible and will not be tolerated. It subverts the mission of the University and threatens the careers of students, faculty, and staff. Sexual harassment as defined herein constitutes grave misconduct, conduct prejudicial to the best interest of the service, or simple misconduct as the case may be, under the University Rules and Regulations. Individuals who violate this policy are subject to disciplinary action which includes dismissal, expulsion, or other appropriate sanctions.

Definition of Sexual Harassment

Administrators, faculty and staff members may be held liable for sexual harassment. Specifically, the act of sexual harassment is committed by an administrator, manager/director, supervisor, teacher, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favors from a subordinate or any student of the University. This is regardless of whether the demand, request or requirement for submission is accepted by the object of sexual harassment.

In a work-related or employment environment, sexual harassment is committed when:

- a. The sexual favor is made as a condition in the hiring of said individual; or in granting said individual favorable compensation, terms, conditions, promotions or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- b. The above acts would impair the employee's rights or privileges under existing labor laws; or
- c. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

In education or training environment, sexual harassment is committed:

- a. Against one who is under the care, custody, or supervision of the offender;
- b. Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender;
- c. When the sexual favor is made a condition to the giving of a passing grade, the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
- d. When the sexual advances result in intimidating an apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would have not been committed, shall also be held liable.

Examples of Sexual Harassment

The following are some examples of behavior that the courts have found to constitute either quid pro quo or hostile atmosphere sexual harassment. The list is not inclusive of all behaviors that may be considered acts of sexual harassment. Most sexual harassment may either take any or a combination of any two or all of the following forms:

- A. Verbal – any continual or repeated abuse of a sexual nature despite victim's warning to the offender, including but not limited to:
 - sexual innuendos, comments and suggestive remarks about clothing, or a person's body;
 - asking intimate questions on his/her sexual activities;
 - Touching oneself sexually or rating other students as to sexual activity in front of others;
 - spreading rumors about or rating other students as to sexual activity or performance;
 - suggestive or insulting sounds;
 - whistling in a suggestive manner;
 - staring or leering;
 - persistently telling smutty jokes (dirty jokes) to someone who has indicated he or she finds them offensive;
 - making obscene or offensive phone calls (text or voice)
 - sexual propositions, invitations, or other pressure for sex; and
 - implied or overt threats
- B. Physical – unwelcome touch on the victim's body that may include but not limited to
 - patting, pinching, feeling, or any other intentional inappropriate touching;
 - brushing against the body;
 - making obscene or offensive hand or body gestures;
 - attempted or actual kissing;
 - fondling; and

- sexual intercourse.
- C. Written or visual – continual use of the following objects or pictures directed to a specific individual or when people cannot reasonably avoid seeing them when shown (list is not inclusive)
- pictures or drawings of a sexual nature;
 - sexually derogatory pin-ups, posters, cartoons, magazines, or calendars;
 - messages, words, comments, rhymes, or other writing of a sexually derogatory or suggestive nature.

Superior-Subordinate Relationship

Those who supervise or evaluate the work of others, both in academic and employment settings, must base their decisions on merits, and must deserve the trust of persons affected by these decisions. To be effective, they must be perceived to make their decision fairly and without favoritism. There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, such as teacher and student, supervisor and employee, or student resident and the individual who supervises the day-to-day living environment. Such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that, in their relationship with students, there is always an element of power. It is incumbent upon those with authority not to abuse, nor seem to abuse, the power with which they are entrusted.

Officers and other members of the teaching staff should be aware that any romantic involvement with their student who is under their direct supervision makes them liable for formal action against them even if the romantic involvement is initiated by the student. Even when both parties have consented to the development of such relationship, it is the officer or instructor who, by virtue of his/her special responsibility, will be held accountable for unprofessional conduct. Because graduate students or tutors may be less accustomed than faculty members to thinking of themselves as holding professional responsibilities, it would be wise for them to exercise personal care in their relationships with students whom they instruct or evaluate.

In a personal relationship between an officer and a student for whom the officer has no current professional responsibility, the officer should exercise professional conduct and be sensitive to the constant possibility that he or she may unexpectedly be placed in a position of responsibility for the student's instruction or evaluation.

The University has no formal policy prohibiting consensual or sexual relationships among faculty, staff or students. However, relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint when such relationship gives undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others. Furthermore, circumstances may change and conduct that was previously welcome, may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based upon subsequent unwelcome conduct. Thus, a faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) must realize that, if a charge of sexual harassment is subsequently lodge or filed, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF THE POLICY ON SEXUAL HARASSMENT

These guidelines provide a variety of options, both formal and informal, for resolving sexual harassment complaints.

With the duly constituted Committee on Decorum and Investigation of cases of sexual harassment, students, administrators, faculty and staff members are encouraged to discuss freely any problem related to cases constituting sexual harassment. The University Committee on Decorum shall designate employees and students who shall act as advocates for the complainants.

The composition of the University Committee on Decorum and Investigation is as follows:

Administration Representative from the Academic Units
Administration Representative from the General Staff
SUFA Representative
SUSA Representative
SG Representative

The University Committee on Decorum and Investigation shall be responsible in implementing the disciplinary action that its members have imposed upon the respondent, except for termination.

Definitions

As used in this policy, the following terms shall mean:

1. "Student" refers to one who is currently enrolled in the University.
2. "Faculty" or "faculty member" refers to one who teaches at Silliman University. This also includes librarians, guidance counselors, graduate students under Graduate Teaching Fellowship Program of the University and undergraduate students who have status as interns or student teachers.
3. "Staff" refers to a non-teaching employee of Silliman University.

Investigation Procedures

A. Informal Procedure

Investigation of the reported act of sexual harassment shall be facilitated by the chosen advocate of the complainant with the immediate head of the alleged harasser. The latter shall convene both the complainant and the respondent for a conference, the purpose of which is to clarify the commission of the offensive act of the respondent as perceived by the complainant. Except in cases where the respondent is accused of giving favor to student/subordinate in exchange of sexual favor such as grades or lighter academic/work requirement or accused of committing an act that engages sexual intercourse, sexual foreplay, rape and any sexual attack regardless of the place where the incident occurred, the conference shall be used as a venue in conciliating both parties after the respondent has been made aware of his/her unwanted act and has also been warned to refrain from committing the same act in the future. The warning has to be made in writing; copy furnished the HRD Office which shall keep the document in the 201 file of the respondent.

B. Formal Procedure

Should the complainant file a formal charge against the respondent, a subscribed sworn complaint is required stating among others the following:

- a. the full name and address of the complainant
- b. the full name and address of the respondent
- c. a specification of the charge or charges
- d. a brief statement of the relevant and material facts

The complainant shall file the written complaint with the office of the respondent's immediate superior with the assistance of his/her chosen advocate within one (1) year from which the act of harassment was committed. The concerned officer shall, upon receipt of the complaint, inform the respondent of the complaint and shall require the latter to submit a written explanation within 72 hours upon the respondent's receipt thereof.

Where the complaint is not under oath, the complainant shall be summoned by the committee to swear to the truth of the allegations of the complaint. In support of the complaint, the complainant may submit any evidence she or he has, including affidavits of witnesses, if any, together with the complaint.

The investigation shall be conducted by the Adjudication Committee that will be composed of the following:

1. Union representative to be appointed by the Union President (*SUFA representative if the respondent is a faculty member *SUSA representative if the respondent is a staff member)
2. Administration representative to be appointed by the President
3. Representative chosen by both Union and Administration

Functions of the Adjudication Committee:

1. Shall notify the Committee on Decorum regarding the complaint once the investigation has commenced.
2. Shall determine the validity of the complaint based on the merits of the documents received from both parties and also based on the information gathered pertinent thereto.
3. Shall recommend to the University President the preventive suspension of the respondent when there is prima facie evidence against the latter.
4. Shall determine the appropriate sanction that will be meted out to the respondent in accordance with the penalties set in these guidelines.
5. Shall have jurisdiction and decide on cases involving simpler or disgraceful misconduct.

A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

In instances where the Adjudication Committee finds the complaint not valid, the respondent shall be exonerated. Consequently, both the complainant and respondent shall be notified by the Committee regarding termination of the complaint.

Manner of answering complaint:

The written, signed, and sworn reply of the respondent shall contain a specific admission or denial of the charge or charges and a statement of the relevant facts constituting his/her defense.

In support of the answer, the respondent shall submit any evidence he or she has, including affidavits of witnesses, if any, together with the answer. Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be construed as a waiver to present evidence on his or her behalf.

Hearing of the Case

After all the pleadings have been submitted, the Adjudication Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply if any, and shall terminate such hearing within thirty (30) days from the filing of the charges.

The Adjudication Committee shall prepare a report within (15) days after the conclusion of the investigation or hearing and shall submit the report and its recommendations to the University Committee on Decorum and Investigation.

Should the decision not be acceptable to either party, an appeal can be submitted to the University Committee on Decorum and Investigation who shall review the merits of the case and the soundness of the decision of the Adjudication Committee. The appeal shall be submitted within 5 days upon the issuance of the decision.

Preventive Suspension

The president may suspend any subordinate officer or employee for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and if the presence of the respondent poses a threat to the life or property of the latter and of the University.

If the case against the officer or employee under preventive suspension is not finally decided within a period of ninety (90) days after date of suspension, respondent shall be automatically reinstated in the service; provided that the delay in the disposition of the case is not due to the fault, negligence, or petition of the respondent.

Penalties

Sexual harassment constitutes a ground for administrative disciplinary action under the offense of simple misconduct, disgraceful, and immoral conduct, conduct prejudicial to the best interest of the service, or grave misconduct.

The following penalties shall be meted out to the person who is guilty of the charge on sexual harassment, as each case may warrant:

Simple Misconduct – After the person has been warned at least three (3) times for committing minor offenses, the following penalties shall be imposed:

1st offense – suspension for one (1) month

2nd offense – dismissal

3rd offense – dismissal

Conduct prejudicial to the best interest of the service or disgraceful and immoral conduct: the person gives favor as well as grades and lighter academic/work requirement to student/subordinate in exchange of sexual favor.

1st offense – suspension for 6 months to 1 year

2nd offense – dismissal

Grave Misconduct – commission of an act that engages in sexual intercourse, sexual foreplay, rape, sexual attack regardless of the place where the incident occurred.

1st offense – 1 year suspension or dismissal

Other than the imposition of appropriate penalty as defined above, the offender shall be required by the University Committee on Decorum and Investigation to submit a written apology to the aggrieved party after the decision has been rendered to declare the respondent guilty of the offense charged against him/her. In the case of suspension, subject personnel shall be required to undergo counseling and treatment during suspension period.

Should the aggrieved party suffer brought about or caused by the harassment, the offender shall be responsible for the restitution of said damages as determined by the University Committee on Decorum and Investigation.

XII. NO SMOKING POLICY

A. VIOLATION

Any employee caught smoking in public spaces and facilities of the Silliman University campus violate the No Smoking Policy. Public spaces and facilities also include publicly used rooms and toilets.

B. APPLICATION OF PENALTIES

1. Penalties

1st TWO VIOLATIONS	-	Verbal Warning by Unit Head/HRD
THIRD VIOLATION	-	Reprimand by Unit Head/HRD
4TH & SUBSEQUENT VIOLATION	-	Suspension to Dismissal

2. The penalty for successive violations after the 4th infraction is progressively more severe than the penalty of the 4th violation.
3. Continuous violation (more than 10 times) of the policy represents a pattern of behavior which tantamount to Serious Misconduct.
4. If at the time of the commission of the offense, the employee has previously violated other rules and regulations of the University and was accordingly meted the appropriate sanction, the violation of this policy shall be punishable as if the offender violated the same on the 4th occasion. However, this does not preclude the imposition of stiffer penalties than those provided for, whenever the record of the employee and other circumstances so warrant.

C. PROCEDURE

1. A written complaint addressed to the offender's Dean or Unit Head may be filed by anyone imputing the commission of the offense to the former. A statement by a disinterested person and/or such other acceptable proof (i.e. pictures taken by the complainant) must corroborate the complaint.
2. On instances where the Dean/Unit Head initiates the complaint, this shall be filed with the HRD Office, and the HRD Manager shall mete out the corresponding verbal warning or written reprimand.
3. For complaints on the 4th and/or subsequent commission of the offense, the procedure in the Silliman University Faculty Association-Collective Bargaining Agreement shall be followed for all employees.
4. Verbal warnings shall be recorded and duly acknowledged by the offender. All other penalties imposed shall be in writing. Copies thereof shall be furnished to the employee-offender, the Chairperson, Dean or Unit Head, HRD, VPAA/VPFA.

CHAPTER V

Financial and Properties

FINANCIAL POLICIES AND PROCEDURES

Financial policies and procedures are formulated to ensure that the financial resources of the University are safeguarded and properly utilized.

ARTICLE I. CASH MANAGEMENT

Section 1 – CASH HANDLING

1. Only authorized personnel of the University will handle cash.
2. Receiving of cash must be done only in specifically designated University areas as determined by the Treasurer. If an employee receives any payment for the University other than in designated areas, such payment becomes a responsibility of the employee in favor of the University.
3. An official receipt must always be issued for any cash received.
4. Cash receipts must be deposited intact daily at the Business and Finance office or on the next banking/business day and should not be used for any disbursements.
5. If because of exigencies, a unit may need to receive cash, an approval to do so must be secured from the Treasurer. The usual policy of issuing receipts and depositing the money received must be observed.
6. As much as possible, Cash on Delivery (COD) and prepayment terms must be avoided.
7. Cash disbursements must be properly supported by documents and approved by responsible University official.
8. Disbursements in excess of an established amount (presently P1,000) shall be paid in check. Otherwise, it shall be disbursed/taken from the Petty Cash handled by the University Cashier through an approved petty cash voucher.
9. Opportunities for placement/investment of cash with best returns should be maximized and pursued.
10. Cash on Hand which cannot be deposited should be kept in a secure place under lock and key or in a vault.
11. The University Treasurer, cashier and tellers must be covered by a cash/fidelity bond.

Section 2 – PAYMENTS TO THE UNIVERSITY

1. Check payments received from parents/clients/donors, etc. should be payable to SU instead of to a person.
2. Checks returned by the bank will be charged Php200.00 as penalty fee for each infraction.
3. Only authorized University representative(s) should accept payments to the University (see also Section 1 on cash handling).

ARTICLE II. TUITION AND OTHER MATTERS

Section 1 – TUITION ASSESSMENT

1. Tuition of a college and Senior High School student is assessed on a per unit basis per semester, while tuition for a pupil at the Junior High School Department, Elementary School and Early Childhood School (SBE) is assessed on a per year basis. The Miscellaneous fees in college and Senior High School are charged on a per semester basis while those for SBE pupils are charged on a per year basis.
2. Upon enrolment, an “Undertaking” must be accomplished by the parent or guardian. However, if the student is no longer a minor, the student can sign the Undertaking. If the schedule of payment

in the Undertaking is not followed, a surcharge shall be assessed. Interest will also be assessed if the account is not yet paid after a semester ends. A copy of the Undertaking is attached as a part of the Financial Policies (Annex A). The amount of Php100.00 is assessed for late enrolment.

Section 2 – WITHDRAWAL OF ENROLLMENT

A student who withdraws from the University for any reason other than sickness or physical injury shall be charged the following assessments:

- 1) College and Senior High School
 - Registration fee plus service charge (subject to change), Insurance fee (if none has been submitted to insurer), ID fee and sticker fee (if already made), Hospital Plan fee (if ID has already been issued) - for withdrawals within the first five days from the start of classes
 - The amount required as down payment – for withdrawal within the four weeks of the opening of classes
 - 50% of tuition and fees - for withdrawal after four weeks of the opening of classes up to midterm
 - 100% of total fees – for withdrawals after midterm
 - For Summer Classes – 50% 1st 3 days of class; 100% - withdrawal after 3rd day of class
- 2) Early Childhood, Elementary and Junior High School
 - Registration fee plus service charge, Insurance fee (if none has been submitted to insurer), ID fee and sticker fee (if already made), Hospital Plan fee (if ID has already been issued) – for withdrawals within the first five days from the start of classes
 - The amount paid or charged as required down payment – for withdrawals within the first month but not later than June 30.
 - 50% of total fees – for withdrawals after June 30 but not later than October 31
 - 100% of total fees – for withdrawal after October 31

A student shall not be granted an official withdrawal by the University if the change of registration is not cleared and signed by the Student Accounts Officer or his authorized representative.

A student withdrawing his enrollment by reason of sickness or physical injury must submit a doctor's certificate and a leave of absence approved by his dean or principal and endorsed by the Vice President for Academic Affairs to the Treasurer. The total charges of the student shall be reversed. The amount required as down payment shall be applied to his school accounts when he re-enrolls with the University within the next school year. If the student will not re-enroll in Silliman University the following year, the said amount shall not be refunded and is forfeited in favor of the University.

Section 3 - DORM POLICY

- 1) A student who will stay at the University dorms is required to pay the application fee, refundable damage deposit, and 25% of dorm and fixed board fee before he/she can be assured of dorm accommodation.

The next three payments of 25% of dorm and fixed board fee should be paid before prelims, midterms and finals. Additional charges such as Wi-Fi, aircon and electrical appliances must be paid by finals.

- 2) For the summer term, the dorm fee and the fixed board fee must be paid in full during enrolment.
- 3) Failure by the student to secure the dorm assignment slip (for submission to the dorm manager) on the date set by SHRD will subject him/her to a surcharge of Php1,000.00.

ARTICLE III – OPERATING EXPENSES

Section 1 – PAYMENTS AUTHORIZATION

Any request for payment must be supported with a duly approved requisition, delivery receipt, charge invoice, receiving report, job completion report and purchase order. Only heads of units can recommend/request payment for services or acquisitions of supplies, equipment, and other assets.

Section 2 – PAYROLL PROCEDURE/SYSTEM

1. As a general rule, no person should be allowed to start working without an appointment signed by the President or authorized University representative in the case of Project personnel. Any person who allows another to work without an appointment is responsible for the salary of the latter.
2. Preparation of the payroll is under the responsibility and supervision of the Treasurer. Changes in the rates of pay, as well as in the hiring, separation and LWOP of personnel, should be communicated by the HRD to the Treasurer accordingly so that these can be properly reflected in the payroll.
3. Payroll for all employees for monthly paid personnel is centralized at the Manuel B. Utzurum Business and Finance Center.
4. University personnel who are paid on a monthly basis shall receive their pay through the bank on the 15th and end of the month or, in cases when such dates fall on a Saturday, Sunday or holiday, the day prior to it.
5. The authorization to include a person in the University payroll requires a contract or appointment from the President. If for a valid reason, the contract is not yet ready five working days before payroll date, an employee can still receive his pay in the form of a salary cash advance. Such request will be initiated by the head of the office and coursed through the HRD Office before this is submitted for approval by the VP for Finance and Administration or Treasurer.
6. Salary advances are allowed only for medical and school needs.
7. In order for overload, tutorials, excess students and similar emoluments to be included in the payroll, these must be submitted to the Manuel B. Utzurum Business and Finance Center five (5) working days before the payroll date. As a general rule, these are not to be paid outside of the regular payroll periods.
8. No employee should initiate charges against his pay through payroll deduction without first securing the approval of the VP for Finance and Administration or Treasurer. Likewise, units can present university-related charges for payroll deduction only when approved by the VP for Finance and Administration or Treasurer. In this case, the VP for Finance and Administration or Treasurer assumes that the arrangement has been approved by the personnel concerned.
9. As a matter of policy, the University will not accept charges from outsiders against the salary of any personnel.
10. The pay advice slips are available online to be accessed by the personnel using their TIN and password.
11. University accounts or charges shall have priority over other charges against the salary of any personnel.
12. At least P1,500.00 per month shall be left in the pay slip of the personnel as a net take home pay.
13. A faculty or staff must secure approval from the President, VP for Finance and Administration or Treasurer for any personal charges at the SUMCFI to be deducted from payroll.
14. As much as possible charges against the personnel's pay shall be collected in full on the next payday. However, No. 12 provision must be observed. Charges, including hospital bills, which cannot be collected after one month shall be assessed interest of 1% per month until fully paid.
15. Charges against a person's pay shall be limited to personal charges including those of his immediate family members. It shall not include charges of children who are married or are no longer minors.
16. Charging should be made only by the employee himself/herself. Members of the immediate family who are allowed to charge should bring an authorization to charge signed by the employee.
17. All remunerations are to be disbursed through the payroll.

Section 3 – HONORARIUM

1. University employees may be paid honorarium for extra work beyond their usual assignment.
2. Special assignment or work which is paid with honorarium shall be done after office hours.
3. As much as possible, extra work with honorarium must be distributed among qualified and deserving personnel.
4. Any special assignment must first be cleared with the direct supervisor of the employee.
5. Honoraria are to be paid every fifteen (15) days or other arrangement but not shorter than on a weekly basis.

Section 4 – PAYMENT OF OVERLOADS

Excess students overload:

1. Overload pay for classes in excess of the maximum class sizes (as indicated in the CBA Section 6.8.1) shall be based on the actual number of students appearing in the grade sheets as of the midterm and final grading periods.
2. Payment of overload shall be made only upon submission of midterm and final grades.
3. There shall be no overload pay for excess students in classes which, because of the nature of the activity involved, or in the judgment of the Dean or Director, do not merit such pay.

Regular Overload (in excess of their regular loads):

All overload reports must be approved and endorsed by the VPAA before payments through the payroll can be effected. Overload payments are part of the payroll program to be paid on a semi-monthly basis.

Section 5 – OVERTIME

1. As a matter of policy, overtime is discouraged. However, following certain exigencies, it may be allowed.
2. No overtime work shall be undertaken without prior approval from the Treasurer or VP for Finance and Administration. An Overtime Authority form shall be accomplished prior to any Overtime work.
3. The head of the initiating department should justify the overtime, indicate the persons involved, the number of hours required, the cost required and account to be charged. Legal requirements must be observed in paying overtime work.
4. Payment for overtime must be done on a bimonthly basis through the payroll.
5. In the interest of University efficiency, employees must be prepared to go on overtime when required by the head of office.
6. No overtime on a Saturday is allowed if employee takes a vacation leave the day before.

Section 6 – MAINTENANCE AND REPAIR OF HOUSING UNITS

1. The housing occupant shall undertake for himself the replacement of busted bulbs and lights, burnt ballast and starter, destroyed switches and outlets; replacements of leaking faucets or part thereof, repair or replacement of toilet tank parts as well as replacement, repair or installation of screens.
2. Light and power, water and telephone bills shall also be for the account of the occupant. These charges shall be forwarded to the Accounting Department or Payroll Department.
3. Since the University charges only a minimal maintenance fee, expenses incurred by the University for the ordinary maintenance and repair of each housing unit shall be limited to 30% only of the total maintenance fee charged during the year. The remaining 70% shall be left to accumulate and shall be used for major repairs and renovation of the unit.

4. Improvements introduced to the housing unit by the occupant shall be for his account. Such improvements shall not be removed when the unit is vacated but shall form part thereof. Any such improvements, however, shall have prior clearance with the Housing Committee and approval of the VP for Finance and Administration.

Section 7 – TRAVEL PER DIEMS AND RELATED COSTS

The following out-of town trips shall be granted per diem allowance:

- a. Attendance in meetings called by the Board of Trustees, government regulatory bodies, and agencies.
- b. Conferences, workshops, and conventions called by professional organizations requiring the attendance of professional staff and faculty. As much as possible, only one participant is allowed for each meeting.
- c. Trips taken out-of town to purchase supplies or equipment with approved Purchase or Job Orders.
- d. All other out-of-town trips approved by the President or the Vice Presidents, in connection with official functions of the University.

A. Per Diem

Any personnel who has been authorized to travel for official purposes is entitled to receive per diem. The per diem is given on a daily basis to cover mainly, expenses for meals and transportation at the place of destination.

- 1) The approved daily per diem for deans, directors, faculty and staff is Php900.00/day while Php1,000.00/day is given for the President and Vice Presidents. For out-of-country trips, the approved per diem is \$100.00/day for the President and \$50.00/day for VPs and below. Moreover, an in-transit allowance is also provided for the first and last day of travel. These rates are in effect until such time that changes are made by virtue of a Board action.
- 2) For purposes of determining the per diem entitlement, the following allocation for meals and transportation will be used:

Meals	Php200.00 per meal (Php600.00/day)
Transportation	Php300.00 per day
For Negros Oriental	Php100.00/meal; Transportation - actual

- 3) Round trip transfer fares (in-transit), if no actual expenses are reported, rates are as follows:
 - a) Manila airport/pier – Hotel (1st day) Php300.00
Hotel – Manila airport/pier (last day) Php300.00
Outside Metro Manila area Php400.00 or based on actual prior rate
 - b) Cebu pier/airport to hotel Php200.00
Hotel to Cebu airport/pier Php200.00
- 4) The entitlement of per diem commences upon the date of departure and ends upon the date of arrival. Reasonable travel time allowed is at most a day before and a day after the activity. Computation of per diem on said days shall be subject to the following conditions:
 - a) If the time of departure is in the morning between 8:00 a.m. and 12:00 noon, the equivalent of one (1) meal will be deducted from the days' per diem.
 - b) If the time of departure is after 12:00 noon but not beyond 7:00 p.m., the equivalent of two (2) meals will be deducted from the day's per diem.
 - c) If the time of departure is after 7:00 p.m., no per diem will be given on the date of departure.
 - d) If the time of arrival is before 7:00 a.m., no per diem will be given on the date of departure.

- e) If the time of arrival is between 8:00 a.m. and 12:00 noon, the equivalent of two (2) meals will be deducted from the per diem for the day.
- f) If the time of arrival is after 12:00 noon but not beyond 7:00 p.m., the equivalent of one (1) meal will be deducted from the per diem for the day.
- 5) Where free meals are included in the registration fees for attendance in seminars, training, conventions and the like, the equivalent of said meals will be deducted from the daily per diem.
- 6) For field trips, they follow the implementing guidelines based on the Interim Additional Policy per BOT Action No. 2013-018.
- 7) Members of the Board of Trustees are given actual travel expenses for Board-related travel.

B. Lodging

- 1) The reimbursable actual lodging expenses, supported with official receipts, is subject to a ceiling of Php2,000.00/day, although it is encouraged that where and when available, inexpensive lodging/accommodation should be preferred.

When two faculty or staff of the same sex travel together, lodging allowance is only for one room per day.

- 2) A faculty or staff who prefers to stay with friends or relatives is allowed to charge an amount as token payment to his/her host. The amount may be supported by an acknowledgement/certification for the receipt of cash or an official receipt for the purchase of token if such is given in lieu of cash. However, the maximum amount allowable is Php500.00.

C. Contingency Allowance

A contingency allowance of not more than 10% of the total budget requested is allowed, subject to liquidation upon return.

D. Other reimbursable expenses

Other reimbursable expenses such as plane/boat/bus fares, registration fees, etc. must be duly supported with tickets and/or official receipts.

Personnel are encouraged to avail of promo fares, if and when possible.

Personnel of funded projects shall observe the travel allowances provided in their approved budgets. In the absence of such provision, the travel per diems policy of the University shall be followed.

Section 8 – CASH ADVANCES

- 1. For travel and other official activities, a cash advance will be granted. Per policy, the cash advance shall be liquidated within 15 days after the activity or return to the campus. No additional cash advance shall be granted unless the previous cash advance is fully liquidated. Assigning a cash advance to another person shall not be allowed.
- 2. A cash advance for materials may be allowed in emergency situations.

Section 9 – LIQUIDATION OF CASH AND OTHER ADVANCES

- 1. The liquidation of advances must be covered by a cash advance liquidation report properly supported by original receipts, invoices and other source documents. The department or unit head, or the projects' financial control officer should check the liquidation report and the supporting documents and recommends approval, if these are found in order. The liquidation

report, however, is subject to audit like any other transaction.

2. Unit heads must have their expenses endorsed by their immediate supervisor before forwarding the report to the Treasurer or VP for Finance and Administration for approval and payment.
3. Whenever the amount advanced exceeds the actual expenses incurred, the excess should immediately be returned/deposited to and receipted by the University Cashier, even if the liquidation report is not yet submitted. Advances taken for activities or planned trips which have been postponed or deferred should also be immediately returned to the University Cashier. In case the advance has been partially spent for the purpose, a partial liquidation thereof is required.
4. Advances not liquidated within the period prescribed herein shall be deducted from the succeeding month's salary of the person given the advance. No new cash advances shall be given to the person unless the existing advance has been fully liquidated or deducted from salary.

Section 10 – PETTY CASH

Disbursement from a petty cash fund should not be more than Php500.00 for a single item; otherwise, the items will have to be requisitioned separately. Receipts that are submitted for replenishment should not be dated more than 2 months prior to the date of replenishment.

ARTICLE IV – PURCHASES

Section 1 – REQUISITIONING

1. The acquisition of materials and services must be covered by requisitions approved by either the Budget Officer, Treasurer or VP for Finance and Administration.
2. Requisitions originate from the head of the unit concerned.
3. The approval of requisitions includes both inter-unit and outside transactions.
4. The Budget Officer shall return the requisition to the department, with the appropriate comments, if the requisition is not in order.
5. All approved requisitions shall be numbered and served to the appropriate servicing department (Purchasing office, Buildings and Grounds or pertinent auxiliary unit).
6. Approved requisitions stamped as Valid Purchase Order approved by the Budget Officer, Treasurer or VP for Finance and Administration can be used for direct purchase or procurement of materials and services with outside suppliers or contractors for amounts up to Php1,500.00 only; otherwise, an approved Purchase Order shall be used/presented. The Treasurer shall refuse payment for goods or services served through the requisition which did not pass through the purchasing system of the University. Any unauthorized expenditure shall be charged against the personnel who initialed it.
7. University units such as the Cafeteria, Printing and Publishing Unit, Buildings and Grounds Farm, Luce Auditorium, and Multimedia Center should not serve any unit unless there is an approved requisition. The employee who serves an inter-office order without an approved requisition shall be personally responsible for the cost of the items/service served if the requisition is not approved by the Administration for lack of funds or because the items or services are not in accordance with University policies.
8. Acquisition of materials and services from outside suppliers must be covered by a purchase order, supported by an approved requisition.

Section 2 – CONTRACTS AND MEMORANDA OF AGREEMENTS ENTERED INTO BY THE UNIVERSITY

1. All contracts and memoranda of agreements entered into by the University should pass thru a review by the Finance and the Legal Departments before these are signed by the University President. This will assist the President in ensuring that the financial and legal implications of the contract or agreements are properly considered before these become final, binding and executory between parties.
2. In cases of research, community development and other similar projects or grants, a line item budget should also be submitted and shall be the basis for the Treasurer to disburse the funds.
3. As soon as a contract or agreement is signed, a copy thereof should be provided the Treasurer as basis for any applicable entry in the books of accounts of the University.
4. All contracts and memo of agreements should be signed by the President, unless so delegated by him in writing to appropriate University officers. Contracts which obligate the University with amounts exceeding P1,000,000.00 and contracts whose term is more than three (3) years, should have a prior authority from the President.

Section 3 – BIDDINGS

This policy aims to (1) ensure transparency and acquire services or assets at the best possible advantage to Silliman, (2) ensure compliance with existing other policies of the BOT, and (3) ensure compliance of laws of the Philippines. Unless otherwise deemed necessary:

- a) The acquisition of services or assets with a value of Five Hundred Thousand Pesos (Php500,000.00) and above has to undergo bidding process.
- b) The Purchasing Officer solicits at least three (3) proposals through invitation letters approved by the VP for Finance and Administration.
- c) The invitation to bid is also posted in the SU website for the information of any interested party to provide the services or assets needed.
- d) The Bids and Awards Committee, which is composed primarily of the VP for Finance and Administration, SUFA representative, SUSA representative, Purchasing Officer, Pre-audit in-charge, Alumni office representative and B/G Superintendent, evaluates the bids. However, to augment the membership of the committee, resource persons may be invited, such as the HRD Manager, Legal Counsel, a faculty of the College of Engineering and Design, and others, depending on the items being considered. Sometimes, a representative from the MIS Office is also invited to join the committee, resource person including the Dean of the unit or his representative requesting the service or asset.
- e) The supplier of services or asset should be accredited and are the ones allowed to submit a proposal.
- f) The bidder should declare its company profile including names of its officers and members of their Board and their relationship to the University Administration and the Board of Trustees, and list of their clients in the past three (3) years; they should also be required to show proof of possession of pertinent permits, licenses and/or government requirements to legitimately do business.
- g) All conditions being equal, businesses owned or operated by Silliman alumni should be preferred. Selection of such supplier of service or asset is manifestly to the advantage of the University with no policy being violated. In cases of related party transactions, selected bidder or suppliers should be justified in writing by the VP for Finance and Administration how it is advantageous to the University. Per international reporting standards, a party is related to an entity if any of the following situations apply: The party is an associate of the entity. The party is, directly or indirectly, either under common control with the entity or has significant or joint control over the entity. The party is close family member of a person who is part of key management personnel or who controls the entity. A close family member is an individual's domestic partner and children,

children of domestic partner, and dependents of the individual or the individual's domestic partner. The party is controlled or significantly influenced by a member of key management personnel or by a person who controls the entity. The party is a joint venture in which the entity is a venture partner. The party is a member of an entity or its parent's key management personnel. The party is a post-employment benefit plan for the entity's employees.

- h) The Bids and Awards Committee makes its recommendations to the University President. The President shall inform the Board of Trustees of all such awards, purchases or contracts entered into by the University through an inventory of the same to be regularly submitted to the Chair and Secretary of the Board.

Conditions for No Bidding:

- a) Turn key situations wherein the donor undertakes the construction of a building or the purchase of an asset and turns over such to the University after the construction or the purchase is consummated.
- b) The participation of the University in a construction is only concurrence to the design and supervision of the construction.
- c) There is no other contractor or supplier offering prevailing price and quality available in which the building or asset is needed.
- d) Acquisition of the asset is very urgent. However, the transaction shall be evaluated by the ad hoc committee and finally decided by the University President. This shall be reported to the BOT afterwards.
- e) Conditions for Negotiated Bid:
- f) The contractor or supplier has supplied earlier the same or similar item or structure. But in the latter case, an in-house estimate prepared by the Buildings and Grounds office is reviewed by the VP for Finance and Administration, the University Treasurer, the B/G Superintendent and a resource person usually invited to join the group whose expertise can substantially result in an effective evaluation of the cost and quality of asset or item. In this case the University Administration decides to enter into a negotiated bid. This will be reported by the President to the BOT, the result of the negotiated bid.
- g) Construction of structure or repairs where amount is below One Hundred Thousand Pesos (Php100,000.00) the Buildings and Grounds has the option to bid or have a negotiated bid with the accredited contractor. While the construction of a structure is in process, additional works is deemed necessary, such as additional works is awarded to the existing contractor. The Buildings and Grounds Bids and Awards committee will then enter into a negotiated bid with the existing contractor.
- h) In case there is a failure of bidding for acquisition of services or assets with a value of Five Hundred Thousand Pesos (Php500,000.00) and above, the University may go into a negotiated contract.

Bidding Procedures

- a) The unit prepares the requisition for the purchase of an asset or construction or fabrication of an item.
- b) The Budget Officer approves the requisition, checking the amount available and if the item is included in the approved budget for the year. For items more than Five Hundred Thousand (Php500,000.00) to One Million Pesos (Php1,000,000.00), approval is by the VP for Finance and Administration. Beyond this amount, it is the President who will approve the project or asset/service acquisition.
- c) The University Purchasing Officer solicits at least three (3) proposals through invitation letters approved by the VP for Finance and Administration.

- d) The invitation to bid is also posted in the SU website for the information of any interested party to provide the services or asset needed. The accredited suppliers of services or asset are the ones allowed to participate in the bidding.
- e) The Bids and Awards Committee evaluates the bids on the scheduled date of opening the envelopes of bidding proposals.
- f) All conditions being equal, businesses owned or operated by Silliman alumni should be preferred. Selection of such supplier of services or asset is manifestly to the great advantage of the University with no policy being violated. In related party transaction, it should be put into writing how it is advantageous to the University. The Bids and Awards Committee makes its recommendations to the President. The President may decide to forward the matter to the Board of Trustees.
- g) Upon approval of the bid, the requisition is to be approved by the Budget Officer for amount less than Five Hundred Thousand Pesos (Php500,000.00) or the VP for Finance and Administration for amount of Five Hundred Thousand Pesos (Php500,000.00) and above.
- h) The University Purchasing Agent prepares the Purchase Order for approval by the VP for Finance and Administration or the Treasurer as alternate.
- i) The approved Purchase Order is forwarded to the supplier of service or asset being awarded.

ARTICLE V – FUND CAMPAIGN

Section 1 – SOLICITATIONS

- 1. All fund campaign and solicitation activities must have a program plan and prior clearance from the President or the VP for Development.
- 2. All donations, grants, gifts, bequests, devices and gratuities for the University shall be deposited intact on the day of receipt or the following business day at the latest at the Manuel B. Utrurum Business and Finance Center. These must be issued with official receipts and acknowledged by the President or the VP for Development upon receipt thereof.

ARTICLE VI – FINANCIAL PLANNING AND CONTROL

Section 1 – BUDGET

- 1. The budget is a tool for planning and control.
- 2. The University adopts zero-based budgeting and observes line-item budgeting.
- 3. The budget of each unit must include operating and capital expenditures.
- 4. Budget requests of academic units are evaluated by the Deans Conference before these are submitted to the University Finance Committee. This is composed of the following: VP for Finance and Administration as Chair and the members are the: Treasurer, Budget Officer, elected members composed of three (3) faculty or staff, SUFA representative, SUSA representative and Administration-appointed member.
- 5. Budgets of auxiliary and other units are evaluated by the VP for Finance and Administration before these are submitted to the Finance Committee.
- 6. Approved budgets must be communicated to the proponents as soon as the University Budget is approved by the Board of Trustees. Periodic reports on budget utilization shall be sent by the Budget Officer to all concerned.
- 7. The Treasurer must be furnished a copy of the approved budget as guide for the collection and disbursement of funds.
- 8. The budget process starts in October or November when budget calls are sent out to the different units. Budget hearings are then conducted and completed in February of the following year, to ensure

the University budget is endorsed to the President for submission to the Board of Trustees, in time for its March meeting.

Section 2 – GENERAL GUIDELINES

1. For interdepartmental requests, the signature of the unit head is required on the requisition and should be approved by the Budget Officer.
2. The Treasurer must serve the request for payment by the unit head as long as the requisition is within the approved budget.
3. The Business Office must maintain a list of accredited suppliers which will be reviewed periodically.
4. Canvassing of prices may be dispensed with during exigencies for as long as purchases are made with the accredited suppliers.
5. Pre-audit may be dispensed with; however, post-audit must be conducted by Internal Audit to ensure internal control.
6. Increase in tuition and fees may either be initiated by the Administration or suggested by academic units. Application for such increase is signed by the President.
7. Basic salaries/wages and other benefits for faculty and staff should be decided by the Administration but with reference to the Collective Bargaining Agreements.

ARTICLE VII - UNIVERSITY POLICY ON NAMING FACILITIES

Rationale

Silliman University is an institution that celebrates demonstrated excellence among its faculty staff, students, and alumni. It has many mechanisms for honoring excellence, among them the Honors Day in which excellence among students in academic and extra-curricular activities are recognized; the Outstanding Sillimanian Award (OSA) which honors excellence among alumni and friends for their gifts to the University and which demonstrates their continuing fellowship with Silliman; and Naming Facilities to honor excellent commitment to the mission and work of Silliman as a Christian institution of learning.

Naming facilities is an expression of the University's gratitude to faculty, staff, students, alumni, and friends who support the University's relentless drive for excellence. It is a way of inspiring all others in Silliman to excel.

Honoring excellence is among the University's expressions of gratitude to all those who in their own unique ways had helped establish Silliman as an excellent institution of learning.

Policy Statement

The University shall name facilities and places on campus and its properties to honor faculty, staff, students, alumni, and donors for demonstrated contributions to Silliman's mission and excellent Christian education.

Parameters and Criteria

The University shall name rooms, laboratories, field facilities, buildings and places on campus and its properties in honor of faculty, staff, students, alumni and donors who:

1. Have demonstrated records of bringing exemplary and long-term honor to Silliman, either as:
 - 1.1 Pioneers in establishing an academic cultural, spiritual or athletic program on campus which had persisted over time (e.g. at least 20 years);

- 1.2 Persons recognized widely (nationally or internationally) for their works as academicians, teachers, researchers, development workers, public servants, church and ministry leaders, artists, and scientists.
2. Lavishly provided the University with substantial (at least 50%) funding for buildings and facilities.
3. Gifted the University with lands and real properties to support Silliman's quad-focal functions of faith strengthening, instruction, research and extension.

Process

1. Rooms, laboratories, and field facilities used for specific purposes for teaching shall be nominated for naming by a user-college, and shall be so named upon endorsement by the Deans Conference and approval by the President; such approval shall be submitted to the Board of Trustees (BOT) for information on its next meeting.
2. Buildings and places on campus or on any property of the University which are used for multiple purposes shall be nominated for naming by the President and shall be so named upon approval by the BOT. In all instances, the parameters shall be documented to have been met by the University's Department of History and Political Science.

Renaming of Facilities

There may be a need in the future for existing named facilities to be revitalized, renovated or even demolished in order to build newer structures that are more suited to the needs of the University. There may be a need to rename the facility in order to recognize the donors who have made such improvements possible.

The bequest of previous donors is to be remembered. This may be done through the preservation of the original dedication plaque or the naming of a room within the new facility to honor the legacy of their gift. In all cases, the University should inform the previous donors of the development plans, and the manner in which their legacy is to be remembered.

Pertinent Board Actions on Naming of Campus Facilities

Per BOT Action 2008-6 VOTED: To approve in principle the proposed rationale, guidelines, duties and responsibilities of the Memorials Committee for the naming of buildings and other facilities of the University and request the same to further refine the key terms in the guidelines (e.g. exemplary, outstanding). (February 2, 2008 Meeting)

Action 2009-69 VOTED: Names for buildings and major landmarks shall require Board approval upon the endorsement of the President. (August 29, 2009 Meeting)

Action 2009-70 VOTED: Names for classrooms, laboratories and small indoor and field instructional facilities, all of which are being regularly used for academic and instructional purposes by departments and colleges,

shall require approval by the President upon the endorsement of the Dean of their user-colleges and the Deans Conference. The President shall duly inform the Board in its next meeting of actions on the same. (August 29, 2009 Meeting)

ARTICLE IX - PROCUREMENT MANUAL

Goods, Services, Consultancies

Rationale

In 2003, consistent with the public clamor for the Philippine government to undertake concrete steps to curb corruption, the 2003 Government Procurement Reform Act was enacted. This law seeks to cover all government purchases, whether domestic or foreign. Although primarily for government, the said law can also be made to apply to private corporations.

Silliman University intends to streamline its procurement affairs to (1) achieve maximum savings which can be effectively plowed down as additional benefits to- its faculty and staff and strengthen its educational programs and facilities, (2) curb any impending incidences of fixing of contracts and contract irregularities and allow the Bids and Awards Committee to effectively ascertain such irregularities, and (3) allow as many qualified suppliers to participate in the bidding process to make Silliman University the recipient of only the most satisfactory among the available goods or services at the most reasonable cost, as the case may be.

Description

This is a simple Procurement Manual designed for the procurement affairs of Silliman University including its colleges and schools, offices and support units.

Target Audience

This Manual aims to streamline all procurement activities of Silliman University and will be the basic tool to assist the Bids and Awards Committee and assist all deans and unit heads in their acquisition activities.

Goals and Objectives

This Manual aims to allow the Bids and Awards Committee and department and units heads to:

- Know the basic principles of a sound public procurement system like transparency, integrity and efficiency;
- Know the basic principles and processes involving the Philippines' public procurement system under the new Government Procurement Reform Act, its implementing rules and regulations other related government issuances;
- Know the basic procedure in procurement at Silliman University;
- Identify red flags in actual procurement processes;
- Identify compliance of bidders with the procurement rules;
- Propagate the principle of transparency in public procurement.

Outline

- I. Introduction to public procurement
 - A. Definitions
 - B. Principles of a Sound Public Procurement System
 - C. History of Philippine Public Procurement
- II. The Public Procurement System in the Philippines
 - A. Special Features
 - a. Comprehensive Law
 - b. Civilian Observers
 - c. Phil-GEPS
 - d. Bids and Awards Committee
 - e. Coverage of National and Local Governments
 - B. Types of Procurement Covered
 - a. Procurement of Goods
 - b. Procurement of Infrastructure Projects
 - c. Procurement of Consulting Services
- III. The Silliman University Procurement System
 - A. Types of Procurement Covered
 - a. Procurement of Goods
 - b. Procurement of Infrastructure Projects
 - c. Procurement of Consulting Services
 - B. The Procurement Process Competitive Bidding
 - a. Pre-procurement Conference
 - b. Invitations to Bid
 - c. Pre-bid Conference
 - d. Submission of Bids and Bid Opening
 - e. Bid Evaluation
 - f. Post-Qualification
 - g. Award
 - C. Red flags in the Bidding Process
 - a. Same Supplier/Contractor Gets the Award Repeatedly
 - b. No Posting of Invitations to Bid
 - c. No Posting of Bid Bulletins
 - d. No Pre-bid Conference
 - e. No Opening of Bids in Public
 - f. No Announcement of Lowest Complying Bid (LCRBIHCRB)
 - g. Award of Contract to BAC Member's Relative
 - h. Winning Bid Too Low
 - i. Bid Accepted after Close of Bids; BAC accepts modifications of bids after the close of bids
 - D. Penalties for violations of transparency

Content

- I. Introduction to public procurement
 - A. Definitions.

- 1. Public procurement

- This is the process by which government buys goods and services from private companies for the needs of its constituents.

2. Bidding

This is the process of knowing which person or company should government buy from for its needed goods and services. Under Philippine law, it is usually given to the one offering the lowest price while meeting the minimum quality requirements.

3. Bid

This is an offer or proposal to enter into a contract with government. It is given by a private company or person, called the bidder, to the government agency who does the bidding.

4. Bidder

This refers to a person who submits the bid either for himself or for another person who has given him or her the authority to do the submission before the government agency concerned.

5. Goods

This refers to all items, supplies, materials and general support services which may be needed by government and its agencies for its activities whether in the nature of equipment, furniture, stationery, materials for construction, or property of any kind, including repair of equipment and furniture, trucking, hauling, janitorial, security, and related services.

6. Infrastructure

This includes the construction, improvement, development, destruction repair, or maintenance of roads and bridges, railways, airports, seaports, communication facilities, irrigation, flood control and drainage, water supply, sanitation, national buildings, school buildings, hospital buildings, and other related construction projects of the government.

7. Bids and Awards Committee (BAC)

This is a group of three (3) to five (5) persons who are necessarily employees of the University, appointed by the President. They are in charge of the conduct of bidding for all acquisitions of the University.

B. Principles of a Sound Public Procurement System

• Transparency

This is a principle which allows all interested participants (government agency and the private company) to know and understand the processes by which government contracts are awarded.

It requires the knowledge of how the system should work and function. Under Philippine law, bidding is done in public.

• Efficiency

This refers to spending the least in buying what is needed.

• Integrity

This involves rules to ensure that graft and corruption is not involved in government purchases.

• Competition

This ensures that everyone has an equal opportunity to take part in government transactions.

- Best Value and Customer Satisfaction

This ensures that government gets the best value for the taxpayer's money.

- Uniformity

The law should apply to all government purchases and transactions.

C. History of Philippine Public Procurement

Is there a law which applies to government purchases?

Yes, Republic Act 9184 which is also known as the Government Procurement Reform Act of 2003. It is the first law which applies to all government purchases whether the national government or local government units like provinces, cities or municipalities.

What was government procurement like before Republic Act 9184?

Since 1901 government purchases of supplies, materials and equipment were done through public bidding. The purchase of infrastructure and consulting services were governed by separate laws. It was only in 2001 when government decided to put together all procurement rules and procedures. Finally, On January 10, 2003 President Arroyo signed into law what is today the Government Procurement Reform Act (RA 9184). It repealed all past laws on procurement.

II. The Public Procurement System of the Philippines

A. Special Features

a. Comprehensive Law

Republic Act 9184 is the first law that applies to the Procurement of Infrastructure Projects, Goods and Consulting Services, regardless of source of funds, whether local or foreign, by all branches and instrumentalities of government, its department, offices and agencies, including government-owned and controlled corporations and local government units. Republic Act 9184 is the first law which deals with all government purchases whether goods, infrastructure or services.

b. Civilian Observers

They are persons who are not government officials or employees, at least 2 in number, who are invited by the BAC to be present in its proceedings. Under Philippine law, any person who has enough knowledge on the subject matter of the contract and has no interest in the said contract. The civilian observers find out if the BAC has followed all laws governing government purchases and they recommend points for improvement.

They shall include :

1. a representative from a private group which has knowledge of the procurement to be done, for example:

- a. for infrastructure projects

- National Constructors Associations
- The Philippine Institute of Civil Engineers

- b. for goods

- a member of the Chamber of Commerce (an organization

of businesspersons)

2. A representative from a non-governmental organization (an organization of persons who organize for a good cause, usually to help society).

The observers shall have the following responsibilities:

1. Prepare a report with their observations on the bidding activity conducted by the BAC.
2. Sign documents if they believe that the bidding activity followed the correct procedure or has complied with the law.

c. Phil-GEPS

The central portal that serves as the primary and definitive source of information on all government procurement. This is a website where government can publish what goods, consulting services and infrastructure projects it needs and where suppliers, private contractors and companies can search and view these procurement opportunities including the result. In the full implementation of PhilGEPS, these suppliers may submit their offer bid online. The website address is www.philgeps.net.

B. Types of Procurement Covered

The law covers the procurement of infrastructure projects, goods and consulting services, regardless of source of money, whether local or foreign, by all branches and instrumentalities of government, its departments, offices and agencies, including government-owned and/or-controlled corporations and local government units.

a. Procurement of Goods

These refer to all items, supplies, materials and general support services, except consulting services and infrastructure projects, which may be needed in the transaction of the public businesses or in the pursuit of any government undertaking, project or activity.

b. Procurement of Infrastructure Projects

These include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings and other related construction projects of the government.

c. Procurement of Consulting Services

These refer to services for projects or activities of the Government requiring adequate professional experts that cannot be done by government employees.

III. The Silliman University Procurement System

A. Types of Procurement Covered

This manual covers the procurement of infrastructure projects, goods and consulting services, regardless of source of money, whether local or foreign, by all departments, units and offices of the University.

1. Procurement of Goods

These refer to all items, supplies, materials and general support services, except consulting services and infrastructure projects, which may be needed in the transaction of the public businesses or in the pursuit of any government undertaking, project or activity.

2. Procurement of Infrastructure Projects

These include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings and other related construction projects of the university.

3. Procurement of Consulting Services

These refer to services for projects or activities of the University requiring adequate professional experts that cannot be done by government employees.

B. The Procurement Process Competitive Bidding

1. Bids and Awards Committee (BAC)

The regular members consist of the chairman and two other members. The University President shall determine the members of the BAC. The University President, Head of department, unit or office cannot be the chairman of the BAC. Their relatives up to the 4th civil degree who are employed with the University cannot also be a member of the BAC.

Regular BAC members shall have a fixed term of one (1) year reckoned from the date of appointment. This can be renewed.

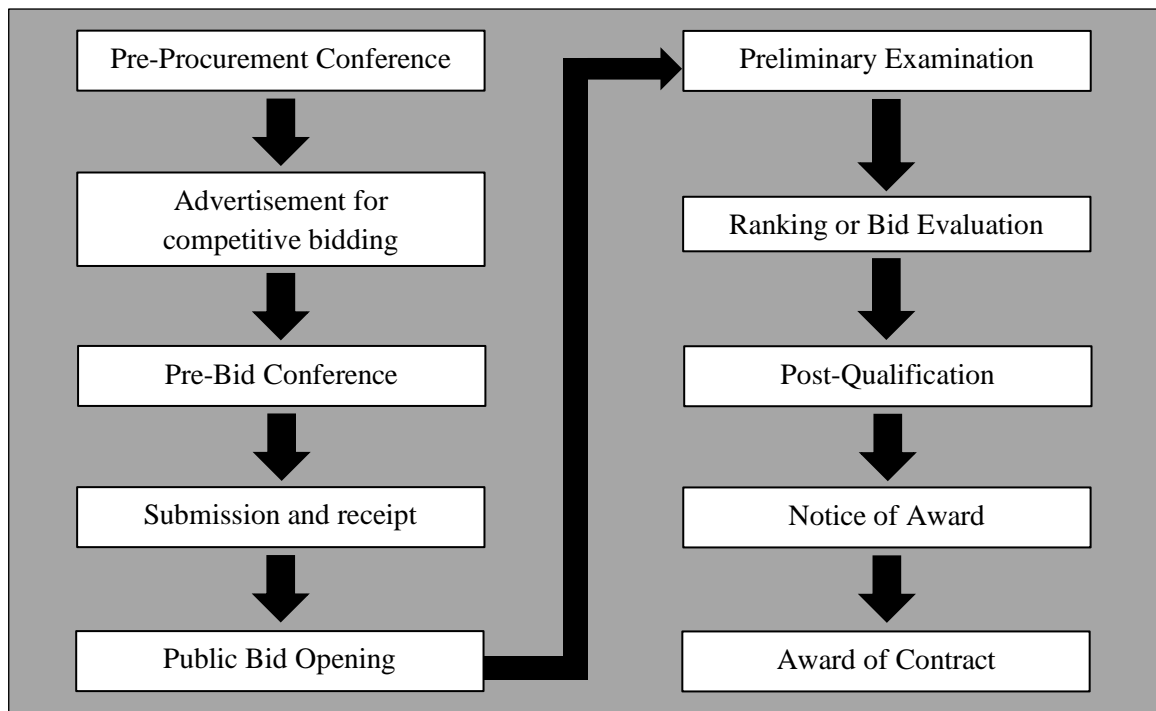
The BAC shall conduct the procurement from the posting of the invitation to bid until the award of the contract. The BAC makes sure that all procurement embody goods and services.

2. Minimum Requirements

All procurement regardless of cost shall be conducted through competitive bidding. However, University departments, offices and units may resort to shopping for unforeseen events which require immediate purchase with an amount not greater than PhP 50,000 or the procurement of ordinary or regular office supplies, the purchase of which may be done by requesting for the prices of such supplies from at least three (3) suppliers. No public bidding is needed.

C. The Procurement Process: Competitive Bidding

The procurement process should only last for sixty (60) calendar days.



Procurement Conference

A pre-procurement conference is the forum where all persons involved in the procurement discuss all aspects of a specific procurement activity, which includes the technical specification, the ABC, the applicability and appropriateness of the recommended method of procurement and the related milestones, the bidding documents and availability of the pertinent budget release for the project. This shall be attended by the BAC, the unit or officials who prepared the bidding documents and the draft Invitation to Bid, as well as consultants hired by the agency concerned and the representative of the end-user.

A pre-procurement conference is a meeting between the government and any contractor interested to bid in a project. In this stage, the government agency confirms whether there is money to pay any person who wins the bid and the specific good or service to be bought is reviewed.

The pre-procurement conference must be conducted at least seven (7) days before the advertisement of the invitation to bid for the general public.

The holding of a pre-procurement conference may not be required for small procurements like procurement of goods costing Php 1M and below; procurement of infrastructure projects costing Php2M and below; and the procurement of consulting services costing Php 1M and below.

Advertisement

Invitation to Apply for Eligibility of Bid

The Invitation to Bid is a statement from the government agency that wishes to purchase goods, consulting services or infrastructure. It shall contain:

- a) A brief description of the project, goods, or services to be procured;
- b) A general statement on the criteria to be used for choosing the contractor;
- c) The date, time and place of the deadlines for the submission and receipt of the eligibility requirements, the pre-bid conference, if any, the submission and receipt of bids, and the opening of bids;
- d) The Approved Budget for the Contract to be bid;
- e) The source of funds;
- f) The period of availability of the Bidding Documents, and the place where these may be found.

The invitation to bid should be advertised in a newspaper of general circulation in the province of Negros Oriental, at least once. It should also be posted continuously in the website of Silliman University.

Bidding Documents

Bidding documents refers to documents issued by the Procuring Entity as the basis for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the infrastructure projects, goods and/or consulting services, required by the Procuring entity. These shall clearly and adequately define, among others:

- a) The objectives, scope and expected outputs and/or results of the proposed contract;
- b) The technical specifications of the Goods, Infrastructure Projects and Consulting Services to be procured;
- c) Expected contract duration, the estimated quantity in the case of the procurement of Goods, delivery schedule and/or time frame;
- d) The obligations, duties and/or functions of the winning bidder;
- e) The minimum eligibility requirements of bidders, such as track record to be determined by the Dean, Department Head, Unit Head or Head of Office.

Pre-Bid Conference

The pre-bid conference is a meeting between the University's representatives and the prospective bidders where they discuss matters related to the procurement, including rules and regulations.

It must be held for contracts with Approved Budget of at least One Million Pesos (P 1 Million) and upon written request of a prospective bidder.

The pre-bid conference must be held at least twelve (12) calendar days before the deadline for the submission of bids.

Any prospective bidder intending to submit a bid must make a written request for clarification to the BAC at least ten (10) calendar days before the deadline for the submission and receipt of bids. The BAC must answer the questions by issuing a supplemental/bid bulletin to be made available to all those who have properly secured the bidding documents at least seven (7) calendar days before the deadline for the submission and receipt of bids.

The Procuring Entity may, at its own initiative, also issue supplemental/bid bulletins for purposes of clarifying any provision of the bidding documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any change in the bidding documents must be labeled as an "AMENDMENT."

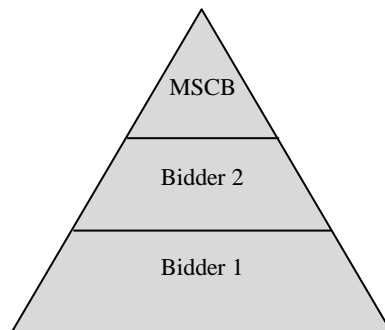
The supplemental/bid bulletin should be posted on the website of Silliman University within the same timetable.

Submission of Bids and Bid Opening

Each bidder shall submit two sealed envelopes for the bid-{1) one for the technical component containing all relevant documents and (2) for the financial component which includes the price for the project. The price must not go beyond the approved budget for the contract.

Bid Evaluation

This is the ranking of bids. The purpose of bid evaluation is to determine which of the companies who submitted meets the **satisfactory quality at reasonable cost and documentary requirements** under the law. Once met, the bidder is called Most Satisfactory Calculated Bid (MSCB) for goods and infrastructure and for Consulting Services, Best Calculated Bid ("BCB").



Guidelines for Bid Evaluation

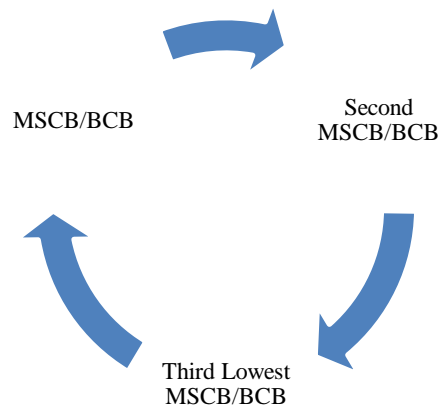
1. The BAC must not go beyond the ABC set for goods, infrastructure or consulting service being evaluated.
2. The BAC may look into the quality of the goods, infrastructure or consulting service being evaluated in relation to its price. Preference must be given to the lowest price which exhibits satisfactory quality.
3. In evaluating quality, the BAC may call upon experts from within the University or persons within the Dumaguete community to assist it in its judgment. A choice of a bidder who is has not offered the lowest price for goods and infrastructure must include an explanation on the reason for such choice, specifically in relation to quality. For consulting services, the BAC must choose the bidder with the most qualification at reasonable cost.
4. At all meetings, there shall be a representative from the Accounting Department of the College of Business Administration to check on the financial implications of the proposed procurement.

Post-Qualification

Post-qualification is the stage where the MSCB for goods and infrastructure projects or the BCB for consulting services is checked and validated to ensure that it has passed all the requirements and qualification as stated in the Bidding Documents.

What happens if the Most Satisfactory Calculated Bid (MSCB) for goods and infrastructure and for Consulting Services, Best Calculated Bid ("BCB") does not meet all the criteria?

The BAC shall look at the bidder with the second MSCB or BCB. If the bidder with the second Most Satisfactory Calculated Bid (MSCB) for goods and infrastructure and for Consulting Services, Best Calculated Bid ("BeB") does not meet the criteria also, the same procedure shall be repeated until the Most Satisfactory Calculated Bid (MSCB) for goods and infrastructure and for Consulting Services, Best Calculated Bid ("BCB") is finally determined.



Failure of Bidding

There is a Failure of Bidding if a) no bids are received; b) no bid qualifies as the Most Satisfactory Calculated Bid ("MSCB") for goods and infrastructure and for Consulting Services, Best Calculated Bid ("BCB"); or c) when the bidder with the Most Satisfactory Calculated Bid (MSCB) for goods and infrastructure and for Consulting Services, Best Calculated Bid ("BCB") refuses to accept the award with no valid justification.

The contract shall be re-advertised and re-bid. The BAC shall observe the same process and set the new periods according to the same rules during the first bidding.

The post-qualification process must be conducted and completed within seven (7) calendar days from date of determination of the MSCB and BCB.

Award

The contract is awarded after the approval of the University President upon the recommendation of the BAC. This is done within 15 days from the determination of the MSCB or BCB.

The winning bidder and Silliman University must enter into a contract immediately all documents needed for the contract have been submitted. The parties must sign the contract within ten (10) calendar days from receipt by the winning bidder of the Notice of Award.

IV. The Use of Credit Cards for Online Purchase

1. Scope: This shall apply to purchase of books, office and school supplies, travel tickets, hotel bookings, and other materials subject to a maximum allowable amount per requisition.
2. Purpose: It can facilitate liquidation and reduce numerous processing of cash advances.
3. Control:
 - The University must set up maximum allowable amount per requisition.
 - Each purchase requisition must first be approved by the Treasurer subject to oversight by the Audit Committee. The reason for such purchase must be expressly stated.
 - The University must designate an authorized person to hold the credit card. Not every employee can have access to the card. The person authorized must have no access to the preparation and recording in the books of accounts of the University.
 - Each requisition must be in the name of the University, and must be reviewed by the Treasurer for accuracy and authenticity.
 - Each requisition must be reconciled at month end to avoid incurring overdue obligations.
 - Each shipments of goods received must be reconciled with the amount paid in the receipts to ensure that cash is disbursed to bona fide liabilities.
4. Other benefits:
 - Less transactional costs.
 - Fees charged by travel agencies are higher than online purchase of travel tickets.
 - Facilitate timely processing of hotel reservations
 - Facilitate prompt payment to supplier.
 - Facilitate prompt shipping and delivery of supplies" and other materials.

V. Red Flags in the Bidding Process

a. Same Supplier/Contractor Gets the Award Repeatedly

Philippines procurement law promotes the principles that each interested person or corporation can have equal opportunity to any government contract. If a bidder is awarded the contract several times, there is a suspicion that may have been given special consideration over and above all others because of his relationship with the members of the Bids and Awards Committee. It can also indicate that there is a possibility of corruption. If this happens, the observers who are present during the bidding should increase their vigilance to make sure that there is no special consideration.

For purposes of review, an internal audit committee must be particularly alert for:

- Multiple sole source awards to the same firm, especially in amounts just under the maximum sole source amount;
- Multiple contract awards to the same firm, in amounts just under a more competitive procurement threshold;
- Contracts that are split into several smaller contracts to avoid upper level review or competitive bidding.
- Also be alert for a small firm that receives multiple contracts for a wide variety of disparate goods or services, which can indicate it is a broker or shell company.
- controlled by a project official.
- Do a public record and media background check on such a company if concerns arise.

Each supplier/contractors that the University has dealt with must be enrolled in a Supplier Master List containing their respective details. The University may conduct a supplier/contractor audit to identify possible collusion, conflict of interests and fictitious suppliers/bidders.

b. No Posting of Invitations to Bid or Failure to Provide Adequate Notice to Bid

If a project is made without an invitation to bid that is posted as required and the contract is awarded to a person, there is a violation of the procurement laws because the opportunity was not made known to all. Likewise, project officials may deliberately fail to provide adequate notice for companies to prepare bids or expression of interest to benefit a favored contractor. This creates a suspicion that the contractor is favored by the University over and above all others or that project officials probably received a special gift in cash or kind to favor the contractor. Observers in actual bidding should ask for a copy of the invitation to bid to make sure the posting requirement has been made. As a review, it is required that the Invitation to Bid be published in a newspaper of general circulation, at least once. Inadequate notice can include:

- Failure to allow enough time to prepare bids or proposals;
- Refusing to grant reasonable requests for extension of time to prepare bids or proposals;
- Publishing the notice during a holiday period, limiting the time available to prepare bids;
- Limiting the notice to small, local publications or other publications of limited circulation;
- Providing inadequate or misleading information in the published notices, e.g., failing to state the correct time and place to submit bids;
- Holding pre-bid conferences too close to the bid due date to permit appropriate modifications to bids;
- Failure to provide notice of changes to the bid specifications to bidders;
- Failure to provide any notice at all and preparing fictitious ad copy to conceal the scheme.

A copy of the Invitation to Bid must be submitted to the Audit Committee on the day of advertisement.

c. No posting of Bid Bulletins

All changes in the invitation to bid or bid opportunities made after pre-bid conference when required should also follow this procedure. Notice of the changes is material to the bidding process, because the bidders who have submitted before the issuance of the Supplemental Bid Bulletin are still allowed to modify their bids to fit the new requirements. Without the issuance of the Supplemental Bid Bulletin, the concept of fair competition would be a mockery.

The Supplemental Bid Bulletin must be duly certified signed by the BAC Chairman. It must be issued within 7 calendar days before deadline for the submission and receipt of bid.

d. No pre-bid conference

A pre-bid conference is required for purchases of Five Hundred Thousand Pesos (P500,000) and above. It is held at least twelve (12) calendar days before the deadline for the submission of bids. The significance in conducting a pre-bid conference is to check the availability of appropriation and approved budget on the contract.

Any person observing the bidding can ask for information if this has been done. A bid bulletin, if any, shall be posted/issued within this period but not later than seven (7) calendar days before the deadline for submission of bids.

For purposes of review, the audit committee shall obtain a copy of the Minutes of pre-bid conference to verify whether a pre-bid conference has been conducted. The date of approval of the Minutes of pre-bid conference must not be later than (3) calendar days after the day of pre-bid conference.

e. No opening of bids in public

Transparency is shown through the presence and participation of observers and bidders in all stages of the procurement process. The point of opening the sealed bids is one of the most important steps of the bidding process because it reveals who among the bidders met the requirements. If the opening of bids is done privately, there is no transparency which may make the bidding questionable.

Non transparent or deficient bid opening procedures include:

- Non-public bid opening;
- Not all bids are opened at the same time;
- Improper acceptance of a late bid or late discounts;
- Changes to bids after other bid prices are known;
- Intimidation of bidders to prevent the submission of bids.

Such abuses can be used to manipulate bid prices or to exclude qualified bidders, often as the result of corruption.

f. No announcement of most satisfactory complying bid

Announcement affords notice to all others that they lost to the most satisfactory bidder. It therefore allows the other bidders to verify "on the spot" whether or not their respective bids are indeed higher than the declared lowest bidder and if the lowest bidder met the minimum requirements under the law,

g. Award of contract to Bids and Awards Committee Member's Relative

This is a very clear conflict of interest. It is exactly what the law wants to avoid- that bids are awarded to those who are close to officers and employees of the procuring entity who have direct access to information that may substantially affect the results of the bidding. This limits competition and increases the risk of corruption.

The University may require an Annual Conflicts of Interest Disclosure to be applied to the BAC members as a confirmation that they had understood their responsibilities and has complied with the University Procurement Policy. The referenced relationship must be reviewed and approved by the President and is subject to oversight by the Audit Committee.

h. Winning bid too low

The reason why the University must come up with the Approved Budget for the Contract (ABC) is to set the reasonable amount that it can pay for its projects. It reflects the most advantageous price for the University and makes sure that the money is spent wisely. When the bid becomes too low, the quality of the project may suffer.

i. Bid accepted after close of bids; BAC accepts modifications of bids after the close of bids

Acceptance of bids after the deadline of bid submission creates the suspicion of favoritism for the contractor who submitted it. The deadline for submission determines the closure of the bids, where no one is allowed to submit anymore. Qualified bidders, in the case of procurement of

infrastructure and consulting services, are already determined even before the bids are closed. Only they can submit their respective bids. If anyone is allowed to submit a bid after its closure, his eligibility was surely not pre-determined. The integrity of the entire bidding process will be compromised.

The BAC must observe the maximum of 45 days from the last day of posting of the Invitation to Bid up to the deadline for submission and receipts of bids.

CHAPTER VI

Legal Manual

GUIDELINES ON THE REVIEW OF AGREEMENTS AND NOTARIZATION OF DOCUMENTS

I. General Matters

As a matter of policy, regardless of origin of preparation or negotiation, all contracts, agreements and legal instruments involving the University must undergo review and clearance by the Office of the General Counsel before it can be endorsed to the Office of the President for approval and signature.

No document or instrument shall or can obligate the University or any of its units or programs, much less to release any fund in its legal possession, unless the document or instrument has been processed and signed as required in this protocol and university policy.

This document establishes the process for the legal review and authorization of contracts and agreements to be entered into by the University. In addition, it also specifies the documents that the Office of the General Counsel can notarize.

II. Contract/Agreement Review Guidelines

a. General

The Office of the General Counsel is tasked to make a review of all University contracts/agreements. For the purposes of these guidelines, a “University contract” is defined as an agreement between two (2) or more parties, one of which is the University, intended to have legal effect or be otherwise recognized by law.

Examples of University contracts include, among others:

- Memorandum of Agreement
- Memorandum of Understanding or Cooperation
- Affiliation Agreements
- Leases of Property and
- Student or Faculty Exchange Agreements

b. Preparation of Contracts/Agreements

Offices of the University President and Vice Presidents

The Office of the General Counsel serves directly the Office of the University President as well as the Offices of the University Vice-Presidents.

The Office of the General Counsel shall assist in the preparation of contracts/agreements directly involving the said offices.

Colleges, Departments And Other Units

Contracts/Agreements proposed by colleges, departments and other units to be entered into by the University should follow the applicable template prepared by the Office of the General Counsel. It shall be the responsibility of the college, department or unit concerned to provide and fill in the necessary details in the applicable template.

c. Review of Contracts/Agreements by Office of the General Counsel

After the college, department or unit concerned has filled out the applicable template, the draft contract/agreement shall be submitted to the Office of the General Counsel for review.

No contract or agreement can be endorsed to the University President for approval and signature unless the same has been reviewed and cleared by the Office of the General Counsel.

d. Timing Matters

Colleges, Departments or Units shall allow a seven (7) working day review period from the date of receipt by the Office of the General Counsel of the proposed contract/agreement. In some cases, however, the actual review may take a shorter or longer period of time. A number of factors influence the amount of time required for the Office of the General Counsel to complete its review. To obtain the most expeditious review of a non-template agreement (for cases where the contract is prepared by the other party), every possible effort should be made to submit the draft agreement in Microsoft Word *.doc* format.

e. Agreement Templates and Cover Sheet

The Office of the General Counsel has designed a number of agreement templates and a Cover Sheet to be used in the review process. Use of a template agreement (where applicable) greatly facilitates the review process. University template agreements should be used whenever possible. Only those University agreements prepared by the other party can use a different format.

The Cover Sheet must accompany every draft agreement sent to the General Counsel for review. The Cover Sheet must be fully completed and signed by the person submitting the draft agreement for review. The Cover Sheet requires, among other things, the employee to certify that he or she has read the draft agreement, understands its terms and has followed all applicable University procedures regarding agreements. The absence of a Cover Sheet shall be sufficient basis to return the draft agreement to the concerned office or department.

All draft agreements with Cover Sheet must be submitted in hard copy to the Office of the General Counsel at 2/F Villareal Hall. A soft copy in Microsoft Word *.doc* format must also be emailed to legalcounsel@su.edu.ph.

f. Signature Authority

In general terms, the Board of Trustees has granted the President the authority to sign agreements relating to the operation of the University. Prior to approval and signature by the President, the office or department concerned must first secure the signature of the General Counsel, the VPAA, VPFA and VPD. The head of the office or department concerned may sign as one of the witnesses.

If any employee or officer without the requisite signatory authority signs an agreement, that employee or officer may face personal liability for the draft agreement. "Personal liability" can include responsibility for all costs and expenses associated with the agreement, including attorneys' fees and other expenses. The employee or officer may also be held liable for violation of applicable University rules and regulations.

III. Notarial Services Guidelines

The Office of the General Counsel offers limited notary services for the following documents:

- University contracts as defined in this policy
- Affidavit of Change of Grade
- Affidavit of Completion

- Certifications from the Registrar's Office such as those required for Board/Bar Exam Applications

The Office of the General Counsel will retain two original copies of the notarized documents. Offices, departments and personnel are therefore requested to prepare the appropriate number of copies of the documents before submitting them to the Office of the General Counsel for notarization.

In compliance with Philippine law, the parties are required to produce to the notary public evidence of identity in the form of a current document issued by the government. This document must contain both the photo and signature, a copy of which must be attached to all documents that are to be notarized.

Only original documents can be notarized, thus, the General Counsel will not notarize photocopies.

Unless otherwise indicated above, the General Counsel will not prepare the documents subject for notarization. Kindly secure and prepare the documents to be notarized.

IV. Memorandum of Agreement (MOA) Template

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

A Memorandum of Agreement by and between:

1. Parties to the Agreement

First Party

Name: _____

Office Address: _____

Representative: _____

Position/Designation: _____

Type of organization (if the party is a juridical person):

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Private | <input type="checkbox"/> Public |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Non-stock/Non-Profit |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Government agency/instrumentality |

Second Party

Name: _____

Office Address: _____

Representative: _____

Position/Designation: _____

Type of organization (if the party is a juridical person):

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Private | <input type="checkbox"/> Public |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Non-stock/Non-Profit |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Government agency/instrumentality |

2. Purpose/Rationale for this Agreement:

TERMS AND CONDITIONS

3. Effectivity: _____ End date: _____
4. Obligations of the First Party:
5. Obligations of the Second Party:
6. Miscellaneous provisions

IN WITNESS WHEREOF, the parties have hereunto affixed their respective signatures this day _____ at Dumaguete City, Negros Oriental, Philippines.

First Party

Second Party

(Signature over printed name)

(Signature over printed name)

Signed in the presence of:

Republic of the Philippines

}
S.S.

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in _____ this day
_____ personally appeared:

Name

Gov't-issued ID

Issuing Agency/Valid Date

Known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement and who acknowledged to me that this is their true, lawful, and voluntary act and deed. The foregoing agreement consists of _____ pages including the page on which this acknowledgment is written, signed by them and their witnesses on each and every page thereof.

WITNESS MY HAND AND SEAL on the date and place above-written.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____;

V. Change of Grade Affidavit Template

AFFIDAVIT (CHANGE OF GRADE)

I, State name of the teacher here, of legal age, Filipino and a resident at _____, after having been sworn in accordance with law hereby depose and say:

1. I am a State position here (i.e. Instructor, Ass't Professor, Associate Professor, or Professor at State the College and Department here (i.e. College of Arts and Sciences;
2. I handled the subject State the subject handled here in the State the Semester Semester of School Year 201_ - 201_ at the said College/Department;
3. State the name of the student here was a student of mine in the said subject.
4. State the student's previous grade here and the reasons why the same is changed. After stating the reason, indicate the new grade of the student.
5. I am executing this affidavit to attest to the truth of the foregoing facts.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ day of _____ 2014 at Silliman University, Dumaguete City, Province of Negros Oriental.

(Name of Professor/Instructor)
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of _____, the affiant showing to me as competent proof of her identity her (state the type of ID here) with nos. (indicate the numbers here) issued by (state the issuing government agency) valid until (indicate the date of validity here).

WITNESS MY HAND AND SEAL.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____

VI. Affidavit of Completion Template

AFFIDAVIT OF COMPLETION

I, State name of the teacher here, of legal age, Filipino with residence at _____, after having been sworn in accordance with law hereby depose and say:

1. I am a State position here (i.e. Instructor, Ass't Professor, Associate Professor, or Professor at State the College and Department here (i.e. College of Arts and Sciences;
2. I handled the subject State the subject handled here in the State the Semester Semester of School Year 201_-201_ at the said College/Department;

3. *State the name of the student here* was a student of mine in the said subject who obtained a grade of INC;
4. I am executing this affidavit to attest to the fact that (name of student) has completed the requirements for the said subject and is hereby given a grade of _____.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ day of _____
2014 at Silliman University, Dumaguete City, Province of Negros Oriental.

(Name of Professor/Instructor)
Affiant

SUBSCRIBED AND SWORN TO before me this _____ day of October 2013, the affiant showing to me as competent proof of her identity her (state the type of ID here) with nos. (indicate the numbers here) issued by (state the issuing government agency) valid until (indicate the date of validity here).

WITNESS MY HAND AND SEAL.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____

GENERAL GUIDELINES ON DISCIPLINARY CASES

1. Disciplinary cases involving staff and administrative employees shall be coursed through the Personnel Committee and shall be governed by its own rules. For cases involving members of the faculty, the same shall be governed by the guidelines and procedure laid down in the collective bargaining agreement between the University Administration and the faculty union. For other cases under special laws, the same shall be coursed through the committee constituted for the purpose, and in accordance with its own rules of procedure.
2. In all disciplinary cases, due process shall be observed. Due process includes: (1) the right to be informed in writing of the charge(s) against him/her, narrating in detail the ground(s) relied upon; (2) the right to explain and defend one's self in person and in writing; (3) the right to be furnished all copies of pleadings, notices and of documents and other evidences against him; (4) the right to cross examine the complainant and his/her witnesses; (5) the right to be notified and to be furnished of a copy of the decision to enable him/her to lodge an appeal; and (6) the right to be informed of the foregoing rights.
3. The respondent may be assisted by counsel during the proceedings but the latter's participation shall be limited to that of an observer and to giving advice. The respondent's counsel may not be allowed to take active participation in the proceedings.
4. Technical rules of procedure and evidence applicable in courts of law are not controlling in disciplinary cases.
5. In all cases, a decision shall be made by majority vote of the members of the panel or committee. The decision shall be in writing, narrating in detail the facts, the issues, and the policy and/or law upon which it is based. The decision shall be signed by all the members of the panel indicating whether they concurred or dissented from the same.
6. The panel or committee shall transmit its recommendation to the University President who shall act on the same.
7. A party to the proceeding may appeal to the President the panel's or committee's recommendation. The President's decision shall be final.
8. Disciplinary proceedings are confidential. All records relative thereto shall be kept at the Office of Human Resource Development.

CHAPTER VII

Church Manual

I. MISSION STATEMENT

Proclaiming Christ and Discipling for Dynamic Witness.

II. HISTORY

Silliman University Church traces its roots to the early Presbyterian mission that laid the cornerstone of Silliman Institute in 1901. The UCCP is a permanent corporate member of the Board of Trustees of Silliman University and Silliman University Church maintains its relationship with the UCCP through its membership in the Negros District Conference.

Silliman University Church is the campus church of Silliman University established as an integral part of the educational curriculum at the time of the founding of Silliman Institute in 1901, and organized into a campus church in 1916.

Silliman University Church is called to serve the community of Silliman University students, faculty and staff and their dependents, alumni and friends and neighbors, regardless of their denominational and religious affiliations. As such it is given the autonomy to make decisions on internal ecclesiastical (liturgical and prophetic) matters, define its ministerial and pastoral direction, and raise operational resources within the boundaries spelled out in this Manual of Silliman University Church.

Silliman University Church shall employ all effective means to integrate its programs into the total life of the University so that the church can be an effective instrument through which the University can fulfill its responsibilities to the spiritual life of the University community. As an official entity of the University, and under the organizational, institutional and legal auspices of its Board of Trustees, it is amenable to having its program studied and evaluated by the University administration and accepts University appointees to church committees; it is ready to receive guidance from pertinent University bodies and entities on how its ministry might prove more effective in Silliman University.

Silliman University Church shall observe and manifest in form and practice a manner of church polity and governance and of worship and sacrament that are consistent with that of the policies, programs and standards of Silliman University and of the UCCP as an ecclesiastical body. As a ministry under the auspices of the evangelical apostolate of Silliman University, deviations from the UCCP Constitution and By-Laws that are apparent in this Manual have been mutually agreed upon and accepted by Silliman University Church, the Silliman University Board of Trustees, and the United Church of Christ in the Philippines, as being necessary to make Silliman University Church a special UCCP ministry of Silliman University for its faculty, staff, students and alumni and their families, friends and neighbors.

The Church is the universal fellowship of love and sharing, created and empowered by the Holy Spirit; the living community of those who have committed themselves to Jesus Christ as Lord and Savior and so partake in the eternal life of Christ by the saving acts of God, yet recognizing their weakness and sinfulness, constantly seek God's mercy and continually strive to grow into Christ-like

maturity; the household of faith devoted to the worship of God as a grateful response to his love and grace; witnessing community sent by God into the world as an instrument of His redemptive love to demonstrate the life of love through humble service; to proclaim God's word; to preach the Gospel of reconciliation through Jesus Christ, calling all persons to repentance and discipleship, and to declare God's complete sovereign rule in the lives of people and society looking forward to the fulfillment of His kingdom which has no end.

III. STATEMENT OF FAITH*

WE BELIEVE In One God; Creator, Redeemer and Sustainer, who provides order, purpose, meaning and fulfillment to all creation. That in Jesus Christ, who was born of Mary, God became human and is Sovereign Lord of life and history. That in the Holy Spirit, God is present in the world, empowering and guiding believers to understand and live out their faith in Jesus Christ.

WE BELIEVE That persons are created in the image of God and destined to live in community with God, with other persons and with all creation. That, by disobedience, they have become sinful, but, by grace through faith, they are redeemed through Jesus Christ. That being entrusted with God's creation, they are called to participate in the establishment of a just and compassionate social order.

WE BELIEVE That the Church is the one body of Christ, the whole community of persons reconciled to God through Jesus Christ and entrusted with God's ministry.

WE BELIEVE That the Holy Bible is a faithful and inspired witness to God's self-revelation in Jesus Christ and in history to illumine, guide, correct, and edify believers in their faith and witness.

WE BELIEVE God is at work, to each person a new being in Christ, and the whole world, God's Kingdom – in which love, justice and peace prevail. The Kingdom of God is present where faith in Jesus Christ is shared, where healing is given to the sick, where food is given to the hungry, where light is given to the blind, where liberty is given to the captive and oppressed.

WE BELIEVE The resurrection of Jesus Christ has overcome the power of death and gives assurance of life after death. And we look forward to His coming again in all fullness and glory to make all creation new and to gather all the faithful under God's Kingdom. AMEN.

**Adopted in toto from the UCCP Statement of Faith*

IV. GENERAL PRINCIPLES OF ORDER AND GOVERNANCE

The Silliman University Church, as a congregation rooted on university grounds since the University's founding in 1901 by the Board of Foreign Missions of the Presbyterian Church in the USA, and which, in 1916, was formally organized as a regular campus church to offer and provide an evangelical ministry to Silliman students, faculty and staff and dependents, alumni and

friends regardless of their denominational and religious affiliations, and which, in the history and life of the University has served as its principal arm in infusing into the University's learning programs its foundational faith-claims and proclamations, and as a body using university facilities and funds, shall operate under the organizational, institutional and legal auspices of Silliman University but shall maintain an active ecclesiastical relationship with the UCCP through the Negros District Conference of the United Church of Christ in the Philippines (NDCUCCP).

The Silliman University church affirms itself as part of the one, holy, catholic and apostolic Church of Jesus Christ. It affirms its heritage as a reformed and reforming church. It affirms its being an integral part of Silliman University in carrying out the spiritual and pastoral dimension of the University's mission, alongside the mission of the UCCP.

The Silliman University Church and its administration shall ensure that:

- a. Within the University, it shall have the ability to make independent prophetic and liturgical proclamations and shall be able to conduct its ministries and functions as it deems fit and fitting of a Christian pastorate;
- b. With the University, it is able to fulfill its covenantal obligations and responsibilities to the wider works and missions of the UCCP through the Negros District Conference (NDC) and the wider UCCP Judicatories.

V.ABOUT THE CHURCH

Section 1. Nature. The Silliman University Church is a worshipping body of Sillimanians and their families, friends and neighbors, and proclaims a Triune God who is Creator, Savior and Sustainer who, in Jesus Christ, is the Via, Veritas, Vita.

Section 2. Recognition. Silliman University Church recognizes itself as part of Silliman University while also an ecclesiastical institution that is a part of and supports the NDC-UCCP.

Section 3. Duties and Functions of the Silliman University Church.

Silliman University Church shall have the following duties and functions:

- a. Proclaim the Gospel in witness and service;
- b. Provide the growth and nurture of its members;
- c. Promote stewardship and the other program thrusts of the Church;
- d. Provide a worship that is orderly and solemn, yet joyful and meaningful;
- e. Recruit, recommend and support candidates for its varied forms of ministry;
- f. Provide the ministerial and lay formation program for its members;
- g. Hold an annual congregational meeting;
- h. Submit to the NDC-UCCP an annual report of its life and work through the Office of the President of the University;

- i. Strive to fulfill faithfully and promptly all obligations to other church bodies;
- j. Relate and respond to the life and concerns of society;
- k. Relate with other local churches and worshipping congregations within the NDC-UCCP and with other church bodies, to achieve a more holistic ministry.

Section 4. The Congregation. Authority in the Church with respect to its prophetic and liturgical proclamations and the conduct of its ministries emanates from the Congregation in the light of God's Word.

Section 5. Duties and Functions of the Congregation. The duties and functions of the congregation, as the highest prophetic and liturgical policy-making body of the church, shall be the following:

- a. Receive members into the Church according to the provision for membership and ensure their nurture and continuing holistic educational and spiritual development;
- b. Advocate vigorous Christian stewardship expressed in the cheerful giving of tithes, time, talent and possessions among its members;
- c. Exercise responsible stewardship in the use of all acquired and assigned properties for the use of the church according to the rules and regulations of Silliman University;
- d. Elect officers and members of the Church Council and the different Boards;
- e. Approve, support and monitor the implementation of the programs of the Church;
- f. Adopt an annual program and budget and approve plans for the ensuing year;
- g. Affirm, modify or reverse the actions of the Church Council;
- h. Assess the life and work of the Church;
- i. Elect delegates to the NDC - UCCP and other church bodies;
- j. Perform such other duties and functions as are vested in the congregation.
- k. Relate and respond to the life and concerns of society;
- l. Relate with other local churches and worshipping congregations within the NDC towards a more holistic ministry.

VI. MEMBERSHIP

The Silliman University Church welcomes to its fellowship and worship all Silliman University students, faculty, staff and alumni and their families, friends and neighbors, who seek relevant and meaningful encounter with the Triune God as proclaimed in the Holy Bible, and preached in the Good news of Jesus Christ.

Section 1. Types of Membership. The members of the Silliman University Church include: Governing Members and Members of the Fellowship and Workshop of the Church

Section 2: Governing Members of the Silliman University Church are those who adhere to the Trinitarian Confession, who subscribe to the Statement of Faith, who are accepted by the SU Church Council as Governing Members of the Church, and who actively participate in the life and minister of the Silliman University Church.

Section 3. Members of the Fellowship and Worship of the Silliman University Church.

These are individuals who are students, faculty and staff members, and alumni of Silliman University and their families, friends and neighbors. By their affiliation with Silliman University Church they shall enjoy the rights and privileges as members of the fellowship and be served faithfully by the various ministries of the Church.

Section 4: Rights and Privileges of Members. Membership at Silliman University Church bestows the following rights and privileges:

- a. Continuing nurture in the faith and pastoral care.
- b. To be informed of, and participate in, all programs and other activities of the church.
- c. To avail of the services of Silliman University Church.
- d. In the case of governing members who are at least 12 years of age, to vote and be voted upon, or appointed to, any position in the church.

Section 5. Commitment of Members. Membership in Silliman University Church entails the following obligations and commitments.

- a. To proclaim the Gospel of Jesus Christ and bear personal witness in both word and service in the context of one's immediate community, the nation and the rest of humanity.
- b. To lead a peaceable and godly life worthy of one's Christian calling and to endeavor to be a follower of Jesus Christ.
- c. To be diligent in prayer, the faithful practice of family worship and Bible study, and attendance at services of public worship of the church.
- d. To exhort one another in the faith, and to strive in every way to strengthen the unity and fellowship of the church.
- e. To study and practice the principles of Christian stewardship, cheerfully giving of one's tithes, pledges, time, talents and possessions.
- f. To protect, promote and enhance the ecological balance and integrity of God's creation.
- g. To affirm and adhere to the historical Christian creeds, the Statement of Faith, and the Silliman University Church Manual.
- h. To affirm and support the works, mission and ministry of the wider Church, through the NDC-UCCP and other church judicatories.

VII. THE CHURCH COUNCIL

Section 1. The Church Council is the highest governing body of the prophetic and liturgical life and ministry of Silliman University Church and shall be composed of the following who shall all be governing members of Silliman University Church:

Regular Members of the Council

1. The Chairperson of the Board of Elders;
2. The Vice Chairperson of the Board of Elders;
3. The Chairperson of the Board of Christian Education and Nurture (CEN);
4. The Vice Chairperson of the Board of Christian Education and Nurture;

5. The Financial Secretary in his/her capacity as such and as Chair of the Board of Deacons;
6. The Vice Chairperson of the Board of Deacons;
7. The Senior Minister.
8. The Church Treasurer;
9. The Church Auditor;
10. The President of the United Church Men or his/her designate, or its equivalent;
11. The President of the Christian Women's Association or her designate;
12. The President of the Young Adult Fellowship or his/her designate;
13. Representative of the Christian Youth Fellowship; or his/her designate;
14. Dean of Student Affairs of Silliman University or his/her designate;
15. University Dorm Management Council Chairperson or his/her designate;
16. SU Student Government President or his/her designate;
17. University Spiritual Life Council Chairperson;
18. SU President or his/her representative

Other Members of the Council

- a. The Associate Ministers and church workers without vote;
- b. The UCCP Jurisdictional Bishop or his/her designate without vote;
- c. The NDC-UCCP Conference Minister or his/her designate without vote;
- d. Delegates to the Conference and other church bodies without vote.

No spouses or siblings may be represented by more than one (1) member in the Church Council during any term of the Church Council. The term family shall include persons within the fourth civil degree of consanguinity or affinity.

Section 2. The Church Council shall hold regular meetings once a month at a time and place agreed upon by the Council members. Special meetings may be called by the Chairperson of the Council at his/her discretion, or at the request of not less than 9 members of the Council.

Section 3. The Chairperson, Vice Chairperson and the Secretary shall be elected by the Council, from among its regular members and shall serve for a term of one (1) year. These Council officers may be reelected for another term, but not to exceed three (3) consecutive terms.

Section 4. The Chairperson or in his/her absence, the Vice-Chairperson, will preside over the meetings of the Council. The Secretary shall keep a full record of all Church Council proceedings. For purposes of determining a quorum for the valid transaction of business, a majority of the regular Council members must be present. Other Members of the Council shall not be entitled to vote, but they may participate in all Council discussions, including the right to initiate motions for Council action.

Section 5. The following are the specific duties of the Church Council:

- a. To define ministry priorities and direction of the Church.
- b. To determine policies and establish guidelines for the operation and governance of the Church, including, but not limited to, the approval of the Church Organizational Structure

and its subsequent revisions, the formulation of operating and financial policy manuals for the Church;

- c. Seek to coordinate the programs and activities of all Church organizations and committees as presented through their respective Boards.
- d. Approve the plans and programs of the Church as a whole.
- e. Recommend the hiring, promotion, and termination of all paid Church staff in accordance with University personnel policies.
- f. Act on requests or petitions submitted by church members.
- g. Recommend to the Conference candidates for the ministry and for appointment as lay preachers or licentiates, subject to the confirmation of the congregation.
- h. Call a special meeting of the congregation upon the request of one third (1/3) of the governing members of the Church.
- i. Exercise other duties and functions as may be assigned to it by the congregation.

Section 6. The Church Electoral Committee shall prepare for the annual elections. This Committee shall be the arm of the Church Council in the orderly selection of nominees and the proper conduct of Church elections. The Committee shall be composed of five (5) members appointed by the Church Council. These members shall not be from among incumbent members of the Church Council. The members shall choose one among themselves to act as Committee Chairperson.

However, if any one of the Committee members desires to be considered for reelection to the Board which he/she represents or to any other position in the Church Council, he/she shall declare such intention, and the Board he/she represents shall choose a qualified substitute from among its other members.

Only governing members may be nominated. No person shall be nominated by the Committee or by any member of the congregation to any position in the Church without his/her written consent. A person may be nominated for only one position or office. The Committee shall collate all the names of nominees and prepare the final list to be included in the ballots to be filled out by the voting members of the Congregation. Names of those considered for inclusion in the final list of nominees for Church offices shall be published in the Church bulletin at least two Sundays before the elections.

The Committee shall prepare and submit the Rules for the Conduct of the Elections to the Council for its approval no later than twelve Sundays before the scheduled elections.

Section 7. The Personnel Committee shall be directly accountable to the Church Council. It shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives, and one (1) representative of Silliman University as a voting member. The members shall be appointed by the Church Council. The voting representative of Silliman University shall be appointed by the SU President.

The Committee will elect its Chairperson, Vice Chairperson and Secretary. The duties of the Committee are the following:

- j. To study, review and recommend to the Church Council such matters as revisions in the Church Organizational Structure, personnel complement, personnel policies, and the production of a Personnel Manual and its subsequent revisions, staff remuneration, fringe benefits and working conditions; provided that its recommendations are consistent with existing University personnel policies, where applicable or pertinent.
- k. To develop and define the job descriptions of the Silliman University Church staff in consultation with the Team Ministry together with the HRD Office of the University.
- l. To develop a performance evaluation instrument in consultation with the Team Ministry and the HRD Office of the University for annual job performance evaluation of the church staff as well as the job performance evaluation instrument for the team ministry.
- m. To ensure personnel records and files are in order and updated together with the HRD Office of the University.

Section 8. The Committee on Conflict Management shall be an independent body that reports directly to the Church Council. It shall be composed of five (5) members. Four (4) members appointed by the Church Council. One (1) member appointed by the University President. The Jurisdictional Bishop and Conference Minister shall sit as Ex-officio members without vote. The committee shall seek to settle disputes amicably.

As the fundamental values of truth, justice and love are the distinguishing marks of Christian discipleship, and following UCCP standards, the amicable settlement of conflicts and disputes between and among members and those involving members of the church itself shall be encouraged and every effort shall be exerted to discourage litigation before the civil courts, boards, and commissions established by the State.

Conflicts exist where there is a difference of opinion between and among church members regarding the proper interpretation of provisions of the SUC Manual and the rules and policies of the Silliman University Church. In such cases the Conflict Management Committee shall be charged to mediate. In such cases where there is behavior misconduct or disputes that may lead to litigation before the courts, the Elders shall be charged to mediate.

The filing of a complaint must be done in writing and duly signed and submitted to the Senior Minister. In cases where the Senior Minister is the subject of and/or is involved in the complaint then the complaints shall be submitted to the Chairperson of the Church Council. The Senior Minister or the Chairperson of the Council shall direct the complaint to the Conflict Management Committee or to the Board of Elders.

The duties of the Conflict Management Committee are:

- a. To study and review formal written complaints relating to conflict within the church.

- b. To discern steps toward expeditious amicable settlements and the resolving of conflicts with appropriate disciplinary action when necessary.
- c. To recommend to the Church Council for appropriate action and steps toward resolution and settlements.

Section 9. The Chairperson of the Church Council shall have the following duties:

- a. To preside over the meetings of the Church Council;
- b. Unless otherwise decided by the congregation, to preside over the meetings of the congregation;
- c. To prepare, in consultation with the Senior Minister, the agenda for the meetings of the congregation and the Church Council;
- d. To vote in case of a tie;
- e. To represent Silliman University Church as voting member of the University Spiritual Life Council;
- f. To perform such other duties as may be assigned by the Church Council or the congregation.

Section 10. The Vice-Chairperson shall have the following duties:

- a. To assume the position of the Chairperson when he/she is absent or when a vacancy occurs due to resignation or other causes;
- b. To perform such other duties as may be assigned by the Church Council or the congregation.

VIII. THE BOARD OF ELDERS

Section 1. The Elders are the spiritual leaders of the Church. They shall have oversight of the Evangelism, Spiritual and Church Development, as well as the Christian Witness and Service programs of the Church.

Section 2. The Board of Elders shall be composed of 16 elders, three (3) of whom shall be students and three (3) who are young adults who do not exceed 45 years of age at the time of election to represent the youth constituency of the church. They shall be elected by the governing members of the Silliman University Church in the annual elections and hold office for two years. They may be reelected for another term but not to exceed three (3) consecutive

Section 3. The members of the Board of Elders should be governing members of good standing for five (5) years at Silliman University Church. Junior Elders must have been enrolled at a Silliman University College Department two (2) years prior to their assumption of office, and must be bona fide students of Silliman University during their term as Junior Elders. All Elders must be respected members of the community where they reside, of good moral character and must have demonstrated maturity in the faith and witness, commitment and support to the mission and ministry of the Church, and must have held other offices or been active in Church organizations, boards or committees prior to election.

Section 4. The Board of Elders shall elect a Chairperson and Vice-Chairperson, to represent the Board in the Church Council. The Chairperson presides during the meetings of the Board of Elders; in his/her absence, the Vice-Chairperson presides.

Section 5. The duties of the Board are as follows:

- a. The admission of persons into Church membership. This includes the responsibility to adequately prepare the applicants and examine them with respect to their Christian experiences and fitness for membership.
- b. The advancement of the spiritual welfare of the congregation. This includes the seeking of ways and means to deepen the devotional life of the members and keep them actively involved in the work of the Church.
- c. The oversight of all services of worship.
- d. The visitation on the sick as well as the elderly and those who are not coming to Church regularly.
- e. Assisting the Minister in administering the sacraments.
- f. The promotion of the total evangelism and mission programs of the Church, including the establishment of outreach centers.
- g. Impose Church discipline in accordance with this Manual.
- h. To conduct an annual evaluation of the incumbent Minister for assessment of strengths and weaknesses.
- i. Exercise policy and program oversight over six (6) Board Committees;
- j. Mediate and seek resolutions of conflicts and members.
- k. To perform such other duties as may be assigned by the Church Council.

Section 6. There shall be six (6) Board Committees of the Board of Elders, each headed by a Chairperson to be chosen from among the members of the Board of Elders exercising oversight functions over these Committees. The respective Chairpersons of these Board Committees shall serve for a term of two (2) ecclesiastical years.

Section 7. The Board Committees of the Board of Elders shall be the following:

- i. History Committee.
- ii. Justice and Peace Committee
- iii. Membership and Visitation Committee
- iv. Mission and Evangelism Committee
- v. Music and Worship Committee
- vi. Ushering Committee

Section 8. The History Committee shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives. The members shall be appointed by the Chairperson and approved by the Board of Elders. This Committee shall care for the advancement of the spiritual welfare and historical appreciation of the congregation. As such, the Committee shall report to the Board of Elders on all its programs and activities. Its members shall be drawn from members of the Church who have a long acquaintance with the past life of the Church and with members who, by professional background and work, are qualified for this

kind of concern. They shall go through the records of the Church in order to set aside any material of historical value which needs to be preserved and to set aside and classify new historical matters.

The committee will be in charge of any historical publication about the Church in connection with any affair. It shall build up the historical files of the Church. It may initiate any project, which will help to perpetuate some historical matter of some significance. The Committee will plan the annual observation of the Church Anniversary.

Section 9. The Committee on Justice and Peace shall be composed of no less than five (5) members and no more than ten (10) members, 50% of whom may be students, to be appointed by the Chairperson and approved by the Board of Elders. This Committee shall serve in bringing the Gospel to bear upon social issues. As such, the Committee shall report to the Board of Elders on all its programs and activities. The members should be personally interested in the application of the Gospel to social issues and problems. The functions of this committee shall be as follows:

- a. To stimulate the study and discussion of local, national, and international issues by planning for study groups, seminars, etc.
- b. Plan or cooperate with programs of social welfare in the Dumaguete community, such as groups advocating for justice and peace.
- c. Network with civil society in the promotion of a just and compassionate society.
- d. Network with local government units in advocating social issues.
- e. Network with University units.

Section 10. The Committee on Membership and Visitation shall be composed of no less than five (5) members and no more than ten (10) members, with at least one (1) student representative, to be appointed by the Chairperson and approved by the Board of Elders. This Committee shall serve in the promotion of the total evangelical programs of the Church. As such, the Committee shall report to the Board of Elders on all its programs and activities.

The Committee is given responsibility for developing strategies and approaches to enhancing and strengthening the membership of Silliman University Church both numerically and qualitatively. The Committee shall also assure the vitality of the Silliman University Church membership by reaching out to all constituencies of the University who are unable to attend Church due to illness or who have chosen not to attend.

The functions of this Committee are as follows:

- a. Maintaining and updating the database and roster of all members of Silliman University Church;
- b. Identifying opportunities for the church to promote itself and, where feasible, undertaking activities related to those opportunities;
- c. Inviting prospective and inactive members to participate in specific church functions;
- d. Oversight of the new members classes, in consultation with the Senior Minister, including identification of people to be invited, content outline, recruitment of teachers,

and follow-up with attendees: i. Confirmation Class (Grade 6 Level, ages 11-12 years old); ii. Membership Adult Class;

- e. Serve as after-worship hospitality hosts and for following up with guests who visit the church. and provide them with information about the church's programs and ministries;
- f. To plan and conduct Confirmation Class Retreats;
- g. Design and implement Membership Campaign;
- h. Issuance of Church Identification Card (I.D.) to all the members;
- i. Receiving and responding to information about members of SUC unable to attend Church;
- j. Scheduling regular visitations to members of SUC unable to attend Church.
- k. Quarterly report to the Board of Elders based on the Ecclesiastical Year Calendar;
- l. To perform other duties related to Membership and Visitation that may be assigned to it by the Board of Elders.

Section 11. The Committee on Mission and Evangelism shall be composed of no less than five (5) members and no more than ten (10) members, with at least one (1) student representative, to be appointed by the Chairperson and approved by the Board of Elders. This Committee shall serve in the promotion of the total evangelical programs of the Church and the University. As such, the Committee shall report to the Board of Elders on all its programs and activities.

The Committee on Mission and Evangelism should reflect a genuine interest in mission and evangelism and a desire to make its claim relevant to the congregation. The functions of this Committee are as follows:

- a. Plan a mission education program for the entire Church.
- b. Plan evangelism services and activities in and church and across the Silliman community.
- c. Organize special missions and evangelism projects and stimulate interest and appreciation for mission and evangelism within and outside Silliman University.
- d. Keep contact with the missionaries of the UCCP and keep the congregation informed as to what these missionaries are doing and ensure church support for their missions.
- e. Initiate outreach services and projects in the name of the Church, and coordinate all other mission and outreach efforts of the Church organizations, Boards, Committees, Programs.

Section 12. The Music and Worship Committee shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives. The members shall be appointed by the Chairperson and approved by the Board of Elders. This Committee shall have oversight of the music worship ministry of the Church. As such, the Committee shall report to the Board of Elders on all its programs and activities. As such, the Committee shall:

- a. Mentor, supervise, and evaluate the music programs of the church.
- b. Involve the choir directors, organists and pianists in the planning of music in the order of worship, especially when special services are concerned, and undertake such activities and

efforts to encourage the involvement of Silliman students, faculty, staff and alumni in the music ministry and worship of the Church.

- c. Counsel regarding any problems facing the choirs and musicians.
- d. To perform such other duties as may be assigned to it by the Board of Elders.

The Music and Worship Committee will be responsible for seeing to it that there will be choirs, choir directors, organists and pianists for the worship services. It will provide the necessary musical equipment for all church services and other occasions.

The Music and Worship Committee shall plan for such services as Vespers, Midweek, Christmas, Holy Week and other special services. The Committee shall also make itself available in an advisory capacity for other worship services that may need its help.

Section 13: The Ushering Committee shall be composed of sixteen (16) members, including representatives from the High School, College and Adult Membership. The members shall be appointed by the Chairperson and approved by the Board of Elders. As such, the Committee shall report to the Board of Elders on all its programs and activities. This committee shall plan for and provide adequate ushering for the various worship services of the Church in cooperation with the Board of Elders. They may also be assigned to serve as greeters by the Board of Elders.

IX. THE BOARD OF CHRISTIAN EDUCATION & NURTURE

Section 1. There shall be a Board of Christian Education & Nurture (CEN) which shall be responsible for the Christian Education and Nurture program of the Church.

Section 2. The Board shall be composed of nine (9) members, three of whom shall be students. The members of the Board shall be elected at the annual meeting of the congregation. The members of the Board shall serve for a term of two (2) years. They may be reelected for another term but not to exceed three (3) consecutive terms. At each annual election, as many adult members and student members shall be elected as necessary to replace the members whose terms shall expire at the end of the Ecclesiastical Year. The Board shall choose a Chairperson from its members. The Chairperson must have previously served as a member of the Board for a period of at least one year prior to his/her election as Chairperson.

Section 3. The members of the Board shall have a strong interest in Christian Education, preferably being engaged in the Church's Christian Education program or having done so in the past.

Section 4. The Board of CEN shall elect a Chairperson and Vice-Chairperson to represent the Board in the Church Council. The Chairperson presides during the meetings of the Board of CEN; in his/her absence, the Vice-Chairperson presides.

Section 5. The specific duties of the Board are as follows:

- a. To serve as models of spirituality, moral rectitude and faithfulness for the growth and development of persons.
- b. Give general oversight to the Christian teaching program of the Church, and with appropriate University bodies, plan a comprehensive and coordinated program of Christian Education for the entire University.
- c. Coordinate and nurture the different Church Mandated Organizations and ministries participating in the total education and nurture program of the Church and the University.
- d. To encourage and challenge the members, especially the youth, to a calling in the varied ministries and mission of Silliman University Church.
- e. To examine regularly Christian Education facilities and equipment and recommend changes and improvements as the need arises.
- f. To study budget needs and recommend to the Finance Committee an annual Christian Education budget.
- g. To recruit and train personnel for the total teaching program of the Church.
- h. Exercise policy and program oversight over the four (4) Board Committees;
- i. To perform such other duties as may be assigned by the Church Council.

Section 6. There shall be four (4) Board Committees of the CEN, each headed by a Chairperson to be chosen from among the members of the Board of CEN exercising oversight functions over these Committees. The respective Chairpersons of these Board Committees shall serve for a term of two (2) ecclesiastical years.

Section 7. The Board Committees of the Board of Christian Education shall be the following:

- i. Children's Ministry Committee
- ii. Curriculum Development Committee
- iii. Discipleship and Nurture Committee
- iv. Youth Ministries Committee

Section 8. The Children's Ministry Committee shall be composed of not less than five (5) but not more than ten (10) members to be appointed by the Chairperson and approved by the Board of CEN. The Committee shall seek to ensure the spiritual nurture of the children through activities and programs that are biblically-based, Christ-centered and responsive to their issues and interests.

The Committee shall oversee the Children's Sunday School Program and Toddlers' School in line with the approved curricula of the Church. The Committee shall plan special programs and activities for children during Easter, Advent, CEN Month Children's Sunday including the Vacation Church School. The Committee shall initiate other special activities that shall promote the strengthening of family values and prepare the children for leadership in the church and beyond.

Section 9. The Committee on CEN Curriculum Development shall be composed of no less than five (5) members and no more than ten (10) members; at least two (2) student representatives

shall be appointed by the Chairperson but subject to the approval of the Board of CEN; one (1) representative from the Religious Studies Program and one (1) representative from the Divinity School to be designated by the Dean. This Committee shall assist the Ministers in developing the Curriculum of the Sunday School classes. This Committee shall work closely with the Sunday School teachers and shall ensure that the teachers have teaching materials for the various levels of the Silliman University Church Sunday School classes.

This Committee shall serve as the steward of the CEN resources and the Lindholm Library. It shall care for and understand the inventory of learning materials at Silliman University Church and shall assist the Silliman University Church in knowing the available learning resources of the Church. The Committee shall determine and recommend new materials to the CEN Board based on the requests of the Silliman University Church Sunday School teachers.

Section 10. The Discipleship and Nurture Committee shall be composed of no less than five (5) members and no more than ten (10) members; with at least two (2) student representatives to be appointed by the Chairperson and approved by the Board of CEN. This Committee shall assist the Ministers in the programming of activities specifically designed for the faith formation and spiritual growth of SUC members.

The functions of this Committee are as follows:

- a. Facilitating and strengthening the bible study clusters of SUC.
- b. Discern ways to enhance the spiritual development of Silliman Church members through nurturing groups and individuals in the study of the bible and spirituality.
- c. Plan for Church retreats and other opportunities for spiritual renewal among the membership of SUC.
- d. Plan and implement activities for events such as Christmas, Easter and Thanksgiving.

Section 11: The Youth Ministry Committee shall be composed of thirteen (13) members. Silliman University Church through Chairperson of the CEN shall recommend three (3) with at least one (1) student representative, to be approved by the Board of CEN. Other members of the Youth Ministry Committee are (1) President of Christian Young Adults Fellowship, (1) President of College Christian Youth Fellowship, (1) President of High School Christian Youth Fellowship, (1) President of Pastors' Kids, (1) President of Overseas Student Fellowship, (1) representative of SU Student Government, (1) representative of USLC, and (1) SBE Spiritual Formator, (1) Dormitory Life Council Chairperson, (1) Guidance Division Head.

The Committee shall be responsible for the Youth Ministry of the Church and University. The Committee shall formulate and implement the Youth Ministry programs of the Church and shall work in coordination with the USLC in implementing and facilitating activities for the student body that reach out into the whole University. The specific duties of the Committee are as follows:

1. To ensure that the youth and student body of Silliman University and Silliman University Church are receiving opportunities for spiritual growth and nurture through church, campus and dormitory religious activities.
2. To facilitate in the implementation of the University Christian Life Emphasis Week activities.
3. To facilitate the planning and implementation of student retreats and youth bible study clusters.
4. To assist in the implementation of dormitory religious activities.
5. To evaluate and examine the Youth Ministry program, facilities and equipment and recommend changes and improvements as the need arises.
6. To study the budgetary needs of the Youth Ministry and recommend to the University, through the SU Church Council.

X. THE BOARD OF DEACONS

Section 1. There shall be a Board of Deacons which shall have general oversight of the Stewardship and Resource Development program of the Church.

Section 2. The Board shall be composed of thirteen (13) members. The Board shall be headed by the Financial Secretary as Chairperson. One member shall be the duly elected Treasurer of the CYF while the eleven (11) other members shall be elected by the governing members at large. They shall elect a Vice Chairperson from among themselves. They shall serve for a term of two (2) years. They may be reelected for another term but not to exceed three (3) consecutive terms.

Section 3. The members should be personally committed to a high degree of stewardship of money, time and talents. They should themselves be generous givers and should be interested in stewardship and its development in the Church. They must be members in good standing of Silliman University Church, respected members of the community where they reside, of good moral character, and have a working knowledge of finance, accounting and budget planning.

Section 4. The functions of this Board are as follows:

- a. To study the Biblical basis for Christian stewardship and to become acquainted with available stewardship literature.
- b. To work out a well-rounded program of stewardship education.
- c. To organize and lead the stewardship campaign for tithes, pledges, and donations in support of the annual budget of Silliman University Church.
- d. To act and serve as the financial planning arm of the Church, with the Financial Secretary as the Chairperson.
- e. To take charge of all Church funds following the worship services.
- f. To exercise general oversight over all records, equipment, property and assets of the Church.
- g. To facilitate the preparation of the annual budget and plan for its attainment through the Finance Committee.

- h. To assure that the assessment and other contributions due to wider church bodies are included in the annual budget.
- i. To find ways of stimulating active participation by the members in the Church's social concern programs.
- j. Exercise policy and program oversight over the three (3) Board Committees;
- k. To perform such other duties as may be assigned by the Church Council.

Section 5: There shall be three (3) Board Committees of the Board of Deacons, each headed by a Chairperson to be chosen from among the members of the Board of Deacons exercising oversight functions over these Committees. The respective Chairpersons of these Board Committees shall serve for a term of two (2) ecclesiastical years.

Section 6. The Board Committees of the Board of Deacons shall be the following:

- i. Aesthetics & Furnishings Committee
- ii. Finance Committee
- iii. Maintenance & Property Committee

Section 7. The Aesthetics and Furnishings Committee shall be composed no less than five (5) members and no more than ten (10) members, and one (1) voting member representing Silliman University. The members shall be appointed by the Chairperson and approved by the Board of Deacons, the representative of SU shall be appointed by the SU President. The Committee is in charge of the internal and external beautification of the sanctuary and its surroundings, and shall from time to time consult with the Maintenance Committee and Silliman University Buildings and Grounds for the execution of its approved plans. The Committee oversees the use and disposition of the furnishing.

Section 8. The Finance Committee shall be composed of no less than five (5) members and no more than ten (10) members with the Financial Secretary and one (1) representative of Silliman University as a voting member. The members of the Committee shall be appointed by the Chairperson and approved by the Board of Deacons, the member representing Silliman University shall be appointed by the SU President.

The duties of the Committee are the following:

- a. Draw up a proposed annual budget in coordination with the Boards and Mandated Organizations of the Silliman University Church for recommendation to the Church Council
- b. Assume responsibility for having the Church books audited each year.
- c. Keep a complete updated record of all Church property; a list of inventory shall be submitted annually to the University Property Custodian.
- d. Act on requests for funding on certain programs and projects not included in the approved budget.

Section 9. The Maintenance and Property Committee shall be composed of no less than five (5) members and no more than ten (10) members with one of the members representing Silliman

University as a voting member appointed by the SU President other members shall be appointed by the Chairperson and approved by the Board of Deacons.

The duties of the Committee are the following:

- a. Recommend acquisition of new equipment and furnishings when necessary.
- b. Recommend and initiate Church building improvements approved by the Church Council.

XI. THE BOARD OF YOUTH MINISTRY AND CAMPUS CHAPLAINCY

Section 1. There shall be a Board of Youth Ministry and Campus Chaplaincy which will be responsible for the Youth Ministry and Chaplaincy programs of the Church as well as the Campus Chaplaincy.

Section 2. The Board shall be composed of nine (9) members, three of whom shall be students. The members of the Board shall be elected at the annual meeting of the congregation. The members of the Board shall serve for a term of two (2) years. They may be reelected for another term but not to exceed three (3) consecutive terms. At each annual election, as many adult members and student members shall be elected as necessary to replace the members whose terms shall expire at the end of the Ecclesiastical Year. The Board shall choose a Chairperson from its members. The Chairperson must have previously served as a member of the Board for a period of at least one year prior to his/her election as Chairperson.

Section 3. To ensure the integration of Youth Ministry and Campus Chaplaincy into the total life of the University and to fulfill its responsibility for the spiritual life of the University community, the Chairperson of the USLC is designated Co-Chairperson of the Board.

Section 4. The members of the Board shall have a strong interest in the spiritual well-being of the youth and the student constituency as whole, preferably being engaged in the Youth Ministry and/or academic or non-academic youth programs or having done so in the past.

Section 5. The Board of Youth Ministry and Campus Chaplaincy shall elect a Chairperson, a Vice-Chairperson. The Chairperson presides during the meetings of the Board of YMCC; in his/her absence, the Co-Chairperson presides, and in the absence of Co-Chairpersons, then the Vice-Chairperson presides.

Section 6. The Board shall assist the Minister for Youth Ministry and Campus Chaplaincy to formulate and implement the Youth Ministry programs of the Church as well as the Campus Chaplaincy services for students (including UCLEM, Student retreats, Bible Study Clusters); guided by its ministry goals: to share the Good News; to shape Character; and to Serve others.

Section 7. The specific duties of the Board are as follows:

- a. Serve as models of spirituality, moral rectitude and faithfulness for the growth and development of persons.
- b. Give general oversight to the implementation of Youth programs of the Church and plan comprehensive Campus Chaplaincy programs, in coordination with the University Spiritual Life Council.
- c. To challenge the youth, to a calling in the varied ministry programs of the Church and Campus Chaplaincy.
- d. d. To examine regularly Youth Ministry and Campus Chaplaincy facilities and equipment and recommend changes and improvements as the need arises.
- e. To study budget needs and recommend to the University, through the SU Church Council.
- f. Exercise policy and program oversight over the following Board Committees: i. Youth Ministry, ii. Campus Chaplaincy
- g.

Section 8. There shall be two (2) Board Committees of the YMCC, each headed by a Chairperson to be chosen among the members of the Board of YMCC exercising oversight functions. The Chairperson of this Committee shall serve for a term of one (1) Ecclesiastical years.

Section 9. The Committee on Youth Ministry shall be composed of not less than 5 and no more than ten (10) members; with at least two (2) student representatives, to be appointed by the Chairperson and approved by the Board of YMCC. Other committee members are:

- a. President of Christian Young Adults Fellowship or his/her designate
- b. President of College Christian Youth Fellowship or his/her designate
- c. President of High School Christian Youth Fellowship or his/her designate
- d. President of Pastors' Kids or his/her designate
- e. President of Overseas Student Fellowship or his/her designate

Section 10. The Committee on Campus Chaplaincy shall be composed of no less than five (5) members and no more than ten (10) members; two (2) of whom are presidents or their representatives of SU Student Government, Council of Religious Student Organizations (CORSO); and USLC and SBE Representatives.

Other committee members are:

- a. Dormitory Life Council Chairperson or his/her designate
- b. Guidance Division Head or his/her designate
- c. Council of Student Organization Chairperson or his/her designate

XII. COMMON PROVISIONS TO THE BOARDS

Section 1. The following provisions shall have common application to the Boards:

- a. The Boards shall function within the scope of their authority and, whenever necessary, in coordination with each other. Their actions shall not become final and executory until affirmed by the Church Council or confirmed by the governing members.
- b. The Church Council shall recommend for approval by the Administration of Silliman University all cases where programs affect the whole University and or pertain to matters of budget and infrastructure, except in matters of liturgical and prophetic proclamation of the Gospel.
- c. The Church Council may affirm, modify or alter the action of one Board which may be in conflict with the action of another Board, or when there is clear error, injustice, or deviation from existing policy. It shall also act on appeals brought to it by any of the Boards;
- d. The regular meetings of the Boards shall be held every month on such date as may be determined by the Board in consultation with the other Boards and the Church Council. Special meetings may be called by the Chairperson, or upon written request of the Senior Minister, or of at least two Board members. The purpose of the special meeting shall be stated in the notice;
- e. The Senior and Associate Ministers and the Chairperson of the Church Council are ex-officio members of the Boards, without vote;
- f. In case of vacancy in the membership of any Board, the same shall be filled by the candidate who garnered the next highest number of votes in the immediately preceding election for the Board or, in default thereof, in any other manner as may be determined by the Church Council;
- g. Except when expressly given permission in writing by the Church Council, no Board member shall have financial interest, directly or indirectly, in any contract transaction of the Church. No Board member shall participate in the Church Council or Board deliberations on such contract or transaction where he/she may have financial interest or on matters affecting the employment of his/her spouse, parents, children or other relatives by consanguinity or affinity within the fourth civil degree;
- h. In the event that a Board member is absent from three consecutive regular meetings of the Board of which he/she is a member, the Chairperson shall write the concerned member if he/she wishes to continue as a member of the Board.
- i. Elected members should finish their term before transferring to another Board.

XIII. CHURCH WORKERS

Section 1. Church Workers are those whose calls by the SU Church through the University have been duly and regularly approved by pertinent UCCP bodies.

Section 2. The Senior Minister is the spiritual leader, shepherd and executive officer of Silliman University Church. The Senior Minister is the representative of the Church and the congregation

to Silliman University, , as well as the representative of the congregation to the other bodies of the UCCP and the larger society. The Senior Minister is also concurrently the Chaplain of Silliman University and he/she may also delegate Chaplaincy services to the Associate Ministers. In addition to the regular duties as a minister of the United Church of Christ in the Philippines and as the spiritual leader and executive officer of the Church, the Senior Minister shall be an ex-officio member of all the Boards of the Church.

Section 3. The Church shall call Associate Ministers and other Church Workers to handle the various ministries of Silliman University Church in Christian Education and Nurture, Christian Witness and Service, and in Youth and Campus Ministry. They shall assist the Senior Minister as a team in the total ministry of the Church, in the community, and particularly for Silliman University.

The Team Ministry shall be responsible for such pastoral duties as will be assigned to them upon the recommendation of the Senior Minister and the approval of the Church Council. In the temporary absence of the Senior Minister, one of the Associate Ministers shall be designated by the Senior Minister to perform the duties of the Senior Minister.

Section 4. The Team Ministry shall have responsibility for the ministries of the Silliman University Church which shall include the Christian Education and Nurture Program of the Church, working with the Board of Christian Education and Nurture to formulate and implement such a program; the Youth Ministry programs of the Church, as well as the Campus Chaplaincy services for students, faculty and staff of Silliman University, and shall work with the youth groups and ministries of the Church, and the Student Government, Council of Student Organizations, Council of Religious Organizations, Student Personnel Office, Dormitory Religious Life Council, and University Spiritual Life Council of Silliman University; the Campus Chaplaincy services for faculty, staff and administrators of Silliman University; and the Christian Witness and Service programs, the Evangelism, Mission and Outreach programs of the Church, as well as work with the Board Committees and Church groups involved in ministries on campus and the Human Resource Development Office, the Extension Service Program, the Marina Mission Clinic of Silliman University, and the SUMC Foundation, Inc.

The Team Ministry shall participate in processes to evaluate the performance of the staff members of Silliman University Church.

Section 5. The Senior and Associate Ministers, who should be ordained ministers or licentiates of the UCCP, must:

- a. Uphold and abide by the Statement of Faith and Manual of Silliman University Church and derive guidance from the UCCP Magna Carta of Church Workers.
- b. Exercise pastoral leadership.

Section 6. The term of the Ministers shall be for no less than two (2) years but not to exceed four (4) years. They may be called for more than one (1) term, but not to exceed three (3) consecutive terms.

Section 7. The call of Ministers and other Church Workers shall be as follows:

- a. In June of the final year of the term of a Minister or Church Worker, a Call Committee for Ministers shall be constituted composed by the Chairpersons of the three (3) Boards; one (1) representative from the University to be appointed by the President; one (1) representative each from the various sectors of the church to be appointed by the Church Council, United Church Men, Christian Women's Association, Young Adult Fellowship, and Christian Youth Fellowship; and one (1) member at large elected by the governing members. The Committee shall elect from among themselves a Chairperson, Vice-Chairperson and Secretary.
- b. The first task of the Call Committee for Ministers is to undertake a thorough and professional evaluation of the incumbent Ministers based on a criteria set by the Call Committee for Ministers and approved by the Church Council.
- c. The Call Committee for Ministers shall notify the Settlement Committee of the Negros District Conference NDC-UCCP informing them of the end of term.
- d. The Call Committee for Ministers shall likewise announce to the Congregation that a search process has been initiated and shall request for nominations to ensure that the needs and interests of the Congregation have been included in the process.
- e. After the Call Committee for Ministers has collated the list of nominees, it shall write the nominees, specifically inquiring if they are willing to be considered for a possible call to SU Church and requesting for their resumé.
- f. The Call Committee for Ministers shall evaluate nominees based on the above mentioned criteria who respond positively to the letter and prepare a short list of nominees who shall be invited to preach at SU Church and meet with the Church Council.
- g. On or before the second Sunday of January, the Call Committee for Ministers shall endorse its final two (2) recommendees to the NDC for accreditation and the Church Council for approval.
- h. If the Church Council does not approve the recommendees of the Call Committee, the Church Council shall return the names to the Call Committee for Ministers. If approved by the Church Council and properly accredited by the NDC-UCCP, the names of the two (2) recommendees shall be submitted to the President of Silliman University.
- i. The President shall refer to the USLC the recommendees for Associate Ministers, and to both the USLC and the Board of Trustees in the case of nominees for Senior Minister. In case the President would not endorse the recommendees, the names will be returned to the Church Council for further deliberation.
- j. Upon favorable recommendation by the University, the Church Council submits the names to the governing members for selection of one nominee not later than the second Sunday of February.
- k. After the selection by the governing members, the Church Council shall communicate formally to the Office of the President who shall, on behalf of the Church, inform the NDC-UCCP of action of the governing members.
- l. The President shall make the formal call to the NDC and notify the nominee about the call.
- m. The installation of the newly called minister shall be held in consultation and coordination with the Negros District Conference UCCP.

XIV. DUTIES OF OTHER CHURCH OFFICERS

Section 1. The Church Treasurer shall be elected by and from among the governing members of the Church during the meeting in May, and hold office for two (2) years. The Church Treasurer may be reelected for another term but not to exceed three (3) consecutive terms.

The Church Treasurer shall have charge and custody of and be responsible for all funds and securities of the Church. The Treasurer shall:

- a. Receive all monies and funds paid to the Church;
- b. Deposit at the Utsurum Business and Finance Center to the credit of the Church all its monies and funds;
- c. Pay out and disburse in the general course of business or as authorized by the Church Council;
- d. Sign all receipts and vouchers;
- e. In general, perform all such other duties as are incident to the office of the Treasurer and as may be assigned by the Church Council.

The Treasurer's books and accounts shall be open at all times for inspection by any governing member of the Church during regular office hours and shall be audited at least once a year.

Section 2. The elected Financial Secretary shall:

- a. Act and serve as the Chairperson of the Board of Deacons;
- b. Implement such stewardship practice, as may have been formulated, designed and adopted by the Board of Deacons;
- c. Ensure that the records and books of account of the Silliman University Church are regularly updated;
- d. Ensure that the financial report is prepared and in order for every Council meeting.
- e. Render the Financial Report to the Church Council meeting.

The Financial Secretary shall be elected by and from among the governing members of the Church during the annual elections in May and hold office for two(2) years. The Financial Secretary may be reelected for another term but not to exceed three (3) consecutive terms.

Section 3. The Church Auditor shall be responsible for the pre-audit and/or post-audit of all Church community support receipts and fund disbursement transactions. The Church Auditor shall report in writing directly to the Church Council findings of exceptions with accompanying recommendations regarding internal control for the transactions reviewed within five (5) working days upon completion of the internal audit procedure and perform such other duties as may be assigned by the Church Council.

The Church Auditor shall be elected by and from among the governing members of the Church during the annual elections in May and hold office for two (2) years. The Church Auditor may be reelected for another term but not to exceed three (3) consecutive terms.

XV. GENERAL PROVISIONS

Section 1. The governing members shall convene at least twice each Ecclesiastical Year at a time and date set by the Church Council. The first meeting shall be for the purpose of approving the annual budget. It shall be held on the third Sunday of June. The second meeting is for the consideration of the annual report, and the election of Church officers, including the delegates to the annual District Conference. The date of this meeting is the third Sunday of May. Special meetings may be called by the majority vote of the Church Council.

All governing members' meetings must be announced at all regular morning services two Sundays prior to the meeting.

Section 2. The Ecclesiastical Year shall begin on June 1 of each year. Newly elected officers shall be installed on the 4th Sunday of May and begin serving their terms on June 1.

Section 3. The official Signatories of financial documents of Silliman University Church shall be any two of either the Church Council Chairperson or Senior Minister and Church Treasurer or in his/her absence, the Church Financial Secretary.

Section 4. All representatives of Silliman University to the Board Committees of Silliman University Church shall be governing members of the Silliman University Church, who are active in the life and works of the Church.

XVI. ADMINISTRATION OF PROPERTIES AND FUNDS

Section 1. All infrastructure and real estate properties of Silliman University Church are owned solely by Silliman University. Consistent with BOT Actions 2010-63 and 1958-36, such infrastructure and real estate shall be dedicated for the use of Silliman University Church.

Section 2. Silliman University shall be the repository of all Silliman University Church funds to be held in trust as designated funds for Silliman University Church.

Section 3. Silliman University Church shall observe a budgetary framework that shall spell out its budgetary commitments for: Administration, Mission, Evangelism, Christian Education and Nurture, Christian Witness and Service, Chaplaincy, Commitment to the Larger Institutional Judicatories of the UCCP, and such other programs and undertakings of the Church duly approved by the Council and/or the Congregation. The budget shall spell out revenue sources from tithes, offerings, trusts, gifts and donations, and supplements from the University and other sources.

Section 4. Silliman University Church shall prepare an annual balance budget incorporating reserve sources and budgetary commitment as herein provided.

Section 5. Silliman University Church shall submit to Silliman University its budgetary requirements and Silliman University shall *assist* Silliman University Church in meeting its budgetary requirements.

XVII. REPEALING CLAUSE

All provisions of the Silliman University Church By-Laws dated June 2009 which are inconsistent with this manual are hereby deemed repealed and superseded.

XVIII. TRANSITORY PROVISIONS

Section 1. The Church Electoral Committee shall, subject to the approval of the Church Council, undertake the appropriate measures and steps to synchronize the terms of the Boards, the membership of which have been reduced or increased hereunder, to ensure that said Board will have the full complement of membership at all times.

Section 2. During the transitory period (June 1, 2010 – May 31, 2012), the present set-up of Ministers — having co-equal rank — shall be maintained. The Church Council shall oversee all matters pertaining to the Church.

Section 3. During the transitory period, current Ministers shall be deemed full time contractual and temporary supervisory personnel of Silliman University with benefits and privileges as prescribed by existing University policies and standards. Non-ministerial current staff of the church shall be laterally absorbed as full time temporary staff of the University with benefits and privileges as likewise prescribed by current University policies and standards. They shall continue with their present assignments in the Church.

The same non-ministerial staff of the Church may be later considered for regular appointment in the University provided that after at least six (6) months in the transitory period, they shall have been subjected to evaluation by the Personnel Committee of the Church (as described in the Manual) using existing University instruments and standards, and so recommended by the Church Council.

XIX. REVIEW AND REVISION

To ensure that this Manual will evolve into what would be eventually fitting and appropriate for Silliman University Church, Silliman University, and the UCCP through the NDC and its judicatories, this Manual shall be reviewed for possible revisions every year for the next five (5) years, and every three (3) years thereafter. All revisions shall require the governing members' endorsement and Board of Trustees approval.

XX. EFFECTIVITY DATE

This Manual shall take effect upon approval by the Board of Trustees of Silliman University

CHAPTER VIII

Student

I. OFFICE OF STUDENT SERVICES

The University, through the Office of Student Services, exercises general supervision over all student activities outside the instructional and academic areas to ensure that students undergo a holistic college experience that facilitates the attainment of their full potential.

Students are encouraged to participate in various activities that provide opportunities for spiritual, cultural, athletic, and social growth. The activities are carefully selected and scheduled to provide adequate time for study in order to ensure good academic performance. Furthermore, students are urged to take active interests and involvement in university and community affairs, particularly, participation in the various committees and divisions created by the University for such purpose.

Coordinated by the Dean of Students, the following Divisions extend student-related services:

Section 1 - STUDENT SCHOLARSHIP AND AID DIVISION (SSAD)

It is the Division that handles and processes all applications for scholarships (excluding Academic Honor scholarships), grants-in-aid and other types of financial aid.

General Statements

- A scholarship is a privilege and not a right. It carries with it certain qualifications and responsibilities.
- Scholarships are also intended to develop certain values such as discipline, gratitude and service. Scholars are expected to render service to the University as required.
- Admission to Silliman is a requirement before one can be considered for a scholarship.
- Awards are granted only to full-time students (minimum load of 15 units) with demonstrated need and who have made the basic academic requirements.
- Awarding of a scholarship is limited to one family member.

General Guidelines

- Students who wish to apply for a scholarship grant must meet the minimum requirements and submit all related documents by the set deadline. Late applications will not be accepted.
- Scholars need to re-apply to continue availing of their respective scholarships in the succeeding semesters.
- Scholars are required to sign an agreement that bind them to the terms of the scholarship.
- With the exception of incoming first year students, scholarships require that the applicant has completed at least one semester in Silliman.
- All continuing scholarship applicants who are applying for Special Scholarships and Grants-in-Aid, excluding Service Scholarships (Aid to Athletes, Band, Campus Choristers and Dance Troupe), must have served as a student assistant in the previous semester.
- Except for Service Scholarships, a student cannot be awarded more than one Special Scholarship or Grant-in-Aid.
- Recipients of Special Scholarships may apply for other financial aid, grants, or special privileges/benefits administered by the University to cover only the balance between the special scholarship and other financial aid, grants and other privileges/benefits administered by the University.
- Except for Service Scholarships, the cash equivalent of the scholarships or any excess in tuition and fees cannot be withdrawn under the "No Cash-out Policy".
- Children of faculty and staff members who are enjoying tuition benefits under the Collective Bargaining Agreement are only eligible for Service Scholarships.

Types of Scholarships

Internally Funded Scholarship

- *Portal Scholarship* - The Portal Scholarship is a tuition and work grant that assures graduation to students who maintain high academic standing. Recipients are incoming first year students belonging to the top 10% of their graduating class, with a grade average of not less than 88% and with no grade below 80% in any subject. It provides a tuition discount of 75%. Recipients are required to serve a minimum of 10 hours per week as a student assistant to supplement the assistance from the University. In addition to the grant, recipients are given priority in accommodation in the Cooperatives Dorm, should the need arises, to help them maintain affordable living standards until they finish their degree. To qualify for the grant in the succeeding semesters, the student must maintain a TQPA of "2.75" with no grade below "2.0" "F", "W", "INC" or "NG". Recipients are enrolled in priority courses determined by the Scholarships and Aid Committee; excluded from this scholarship are students enrolled in Physical Therapy, Medical Technology, Nursing and Accountancy.
- *Academic Scholarship* – Students who obtain a semester QPA of at least 3.25, with no mark of below "2.0" "F", "W", "INC" or "NG", are considered for an Academic Scholarship in the following semester.
- *Academic Entrance Scholarship* – High students who graduate valedictorian, salutatorian or first honorable mention may be entitled to an Academic Entrance Scholarship which covers the down payment for admission.

Externally Funded Scholarship

These are scholarships established through a donation or endowment from alumni or friends Silliman University. These scholarships are governed by stipulations in an agreement with the donor/s.

Types of Aid

All aids are internally funded.

- *Grants-In-Aid* - An aid is a form of financial assistance given to qualified students to help meet their financial requirements in the University. These are given to students who have been in Silliman for at least a semester. Consideration is given to students who have a semester QPA of at least "2.0" or higher, with no "F", "W", "INC" or "NG" mark prior to the application, and who have made reasonable efforts to meet their financial needs through self-support. These are:

Aid to Athletes

Aid to Dance Troupe Members

Aid to Band Members

Aid to Children of UCCP Ministers

(For children of practicing pastors in a local UCCP church: Recipients receive P10,000 per semester credited towards the tuition. They are required to render at least 2 hours of volunteer work per week at the Silliman University Church, Chaplaincy Center or at a local UCCP church. A semester QPA of not less than "2.5", with no mark of "F" in any subject for continuing students and a General Average of 85% or higher for incoming first year students -- is required to qualify for the grant.)

Aid to Children of AFP Personnel and Veterans (PD 577)

- *Expanded Work Study Grant* – The Expanded Work Study Grant allows recipients to work their way through college following a 6-year Work Study Program. This enables the recipients to work

4 hours a day towards the payment of their tuition, alongside a scholarship awarded by the University. To qualify for the grant in the succeeding semesters, the students must maintain a semester QPA of “2.0” with no mark below “2.0”, “F”, “W”, “INC” or “NG”.

- *Fixed Grants* – The Fixed Grant is for continuing students enrolled in any of the courses in the University. The award is based on the justification for request (financial) and the availability of un-programmed grants-in-aid fund. A P10,000 per semester aid is credited towards the tuition fees of the recipients. Recipients of the fixed grant must be a student assistant and must have a minimum of semester QPA of “2.5” with no mark below “2.0”, “F”, “W”, “INC” or “NG”.
- *Work Grants* – Qualified students who have the desire to maximize their productivity during their vacant periods within the campus are allowed to assist in various University offices and units, upon issuance of a work grant permit from the SSAD office. Wages from these work assignments are applied to their school accounts either during the current or next school term. Student assistants are eligible to work for a maximum of four (4) hours a day, provided they carry a minimum load of 15 units and maintain a QPA of at least 2.0 with no “F” grade. Students may withdraw excess wages after full payment of tuition and fees. Work grants are renewable every semester, including summer. A student assistant is an automatic member of the SU Student Assistants Association (SUSAA).
- *Student Loan* – The Fund is available for emergency short-term loans to working students to help defray their immediate school and personal expenses. The maximum amount per loan is P1, 000.00 with no interest to be charged. The loan may be availed of at least 3 times per semester and no subsequent release will be made if the student has not paid off the previous loan. The student must have rendered at least 20 hours of service the previous month to avail of the loan.

Emergency loans are extended to students for immediate school needs, such as medicines, school uniforms, purchase of textbooks, fieldtrips, partial payment for board and lodging (for coop residents only), and other course related requirements. The maximum amount shall be determined by the Student Aid Committee in consultation with the University Treasurer. Student emergency Loan forms are available at the SSAD Office. Applications shall be considered two (2) weeks after the start of classes and loans will end a month before final exams of the current semester. The loan should be paid at the end of the semester.

Foreign Student Exchange Program

The Foreign Student Exchange Program provides an opportunity to students to spend a maximum of one (1) year at a partner university abroad for related learning and cultural immersion. The terms of the program are subject to the agreement with partner institutions and policies of Silliman University.

General Requirements, Policies and Guidelines of University Scholarships and Grants

As a general rule, scholarships are awarded to students who meet the minimum criteria set by the University, through the Scholarships Committee.

Criteria

- Applicant must belong to the top 10% of the graduating high school class of at least 100, and must possess a grade average of not less than 88% with no grade below 80%.
- The family annual income of the applicant is preferably not more than Php 200,000.00.
- Applicant is willing to enroll in a priority course prescribed by the University.

Application Requirements

New Applicants:

- Accomplished application form with an application letter.
- Photocopy of Form 138 (high school grade card).
- Certification of honor/graduation rank from the High School Principal.
- Latest income tax return, or a certification as non-filer from the local BIR accompanied by an affidavit executed by the parents or legal guardian stating the economic condition of the family.
- Recommendations from two (2) disinterested and reputable persons from the community, excluding politicians and relatives.
- (For children of UCCP pastors) Certification from the District Conference stating that a parent is a practicing pastor at a local UCCP church, including the name and location of the church and the duration of the parent's appointment as a pastor.

Continuing Applicants:

- Accomplished application form accompanied by a personal letter of application
- Certification from the college of the previous semester's QPA of at least 2.5, with no grade below "2.0", "F", "W", "INC" or "NG".
- Latest income tax return or Certification as non-filer from the local BIR.
- Endorsement from the College Dean.
- Certification from the District Conference stating that her/his parent/s are practicing pastor/s to a local church (state the name & location of the church) and the duration of the appointment. (for UCCP Pastor's children)

Section 2 - STUDENT HOUSING AND RESIDENCE DIVISION

Going away to college can mean major lifestyle changes for students who are living away from home for the first time. Dormitory living can make the transition easier, combining the opportunity for freedom and fun with reassuring comfort and security.

Residence life at Silliman University provides a balance between the educational and social needs of students, such as lectures and discussions, athletics, spiritual, social and cultural programs, and other experiences.

Silliman University operates regular and cooperative dormitories. These dormitories provide comfortable living conditions for approximately 800 students.

Vision

We envision a student campus housing that is safe, adequate, clean and responsive to the challenges and growing needs of student-residents for holistic integration into the Silliman community.

Mission

We strive to complement the University's goal of Christian quality education through a wholesome, safe and conducive living condition for the student-resident's total development manifested by desirable life skills and healthy lifestyles.

Objectives

- To provide living conditions with facilities that is adequate, clean, healthful and comfortable at reasonable cost.
- To help student-residents learn useful and desirable lifestyle and study habits.
- To establish and develop human relations skills through respect for one another, cooperation, friendship and courtesy.
- To guide student-residents and to develop in them an intelligent attitude toward recreation and use of leisure time; to recognize leisure time as an opportunity to expand one's experience.
- To train student-residents in self-management skills and democratic living through various organizations and worthwhile community activities that will ultimately contribute to the good of the society in general.
- To offer opportunities for spiritual growth and training of Christian character and the counseling program.
- To encourage student-residents to accept increasing responsibility for their own lives and the full consequences of their decisions and actions.
- To assist the university in the development of a well-rounded personality for the individual student-resident-citizen who is being prepared to take their places as individuals and as members of their social group in a democracy.

Types of Dormitories

Regular Dormitories

There are ten regular dormitories on campus. Six of these dormitories are directly supervised by dorm advisers who are also full time staff of the university. Four regular dormitories which because of lesser capacity are managed by dorm advisers. Two identified regular dormitories provide accommodation for high school students: Davao Home for girls and Doltz Hall for boys. The regular dormitories are the following:

WOMEN	MEN	COED DORMS
Channon Hall	Vernon Hall	Krosskat
Davao Home	Doltz Hall	Pulido Pad
Edith Carson Hall	Woodward	
Larena Hall		

Channon Hall - designated as dormitory for women Divinity students. It may accommodate non-divinity students if there are spaces available

COED Dormitories

KrossKat Dormitory / Pulido Pad- for eighteen years old and above and or second courser students. No dining service.

Woodward Hall- designated as dormitory for male divinity students. First floor is for married couples, second floor and third floors for men. It may accommodate non-divinity students if there are spaces available.

Occidental Hall- a guest dorm that accommodates for foreign students on short term special courses as well as alumni, friends and parents. No dining service.

Cooperative Dormitories

The following are the cooperative dormitories on the main campus:

WOMEN

Azucena Cottage
Sampaguita Cottage

MEN

Ipil Cottage
Molave Cottage
Narra Cottage

There are two cooperative dormitories for women and three for men. These dormitories are designed to accommodate freshmen students. Each room accommodates six (6) residents. Two of them are big sisters (Big Sis) or big brother (Big Brod).

The Big Sisters (Big Sis) or big brothers (Big Brod) in every room carry an important role and great responsibility to her/his small sisters or brothers. He/she is a role model, a resident worthy of respect – disciplinarian, God-fearing, and a good listener. Simply put, a Big Sis or Big Brod provides good example to her small sisters or brothers.

Cooperative dormitories are managed by advisers who are either full-time faculty or staff or selected graduate students.

The residents undertake some housekeeping tasks and assist in the meal – planning and preparation of the food with the supervision of the adviser. Every resident is required to pay 2 months for their fixed board upon enrollment. This will cover for the 1st month and the last month within the semester, respectively. Succeeding payment schedule is posted to guide students and parents in settling their accounts. Unlike the regular dormitories, cooperative dorms have cooks who make marketing for food preparation everyday. It means that the marketing needs of the dorm cook is dependent on the timely payments made by the residents to the Business and Finance to where the Dorm adviser requests for cash advances from for the daily marketing expenses.

At the start of the school year, the Dorm Adviser prepares the projected revenue and expenses. This shall be presented to the residents so they will be aware of where their money is going. At the end of every semester, the Adviser will present the financial statement to the residents. A copy of which shall be posted at the conspicuous area within the dorm.

Dormitory Officers

Each dormitory is encouraged to elect officers in order to deliberate, decide and effect activities to enrich living experiences. The governing body for each dorm varies, but generally consists of a president, vice president, secretary, treasurer, social, sports, and religious life chairperson. Dorm meetings, scheduled regularly throughout the school year, give residents a chance to become acquainted with one another, plan activities, discuss problems, and become acquainted with dormitory and campus activities.

All inquiries regarding dormitory service should be addressed to the Student Housing and Residence Division, Office of Student Services, at the Second Floor, Oriental Hall.

Dormitory Big Brods and Big Sis Program

The dormitory management selects upper class residents based on their performance, to guide the freshmen and new students in their adjustment to the dormitory and University life during their first year in the University. These upper class are selected for their leaderships experience, training, scholarships and the desire to help students. They act as liaison between freshmen and the dormitory management and

to the University in general. These upper class assist and work closely with the dormitory management in promoting pleasant living-learning atmosphere in the dormitory.

Dormitory Management Council (DMC)

The Dormitory Management Council (DMC) is composed of the advisers and the Head of the Student Housing and Residence Division (SHRD). The Dean of Students seat as an ex-officio member of the Council.

The Council elects its own officers every start of the school year and decides on the frequency and place of its meetings. Among its functions are to define & review the policies and programs of student dormitory governments, review, appraise and advise on the implementation of dormitory rules & regulations & interpret university regulations concerning dormitories. The Council coordinates its programs and activities and promotes cooperation and understanding between the management and residents of all dorms.

Admission Policies

All High School and College Freshmen and Sophomore (undergraduate) students who are not from the city are given priority in residence halls and cottages. Limited accommodation slots are available for college juniors and seniors. Admission of which is based primarily on good behavior with the final approval by the SHRD office. Reservation for vacancies must be made prior to enrollment. All dormitory space reservation/application must be course-through the Student Housing and Residence Division (SHRD) office.

A. New Applicants

1. Submit a duly accomplished Application for Dormitory Admission and Agreement form to the SHRD.
2. Be personally interviewed by the SHRD head or his/her representative.
3. Observe the schedule of payments for board & lodging, and maintenance fee

Fixed Board	
Cooperative Dormitories	Regular Dormitories
<p>Upon enrollment or 10 days before the start of classes: Php 5,400.00 for women Php 5,800.00 for men</p> <p><i>Succeeding schedule of payments will be posted in the conspicuous place within the dorm.</i></p>	<p>Down Payment - 25% of the full payment Prelim Payment - 25% of the full payment Midterm Payment - 25% of the full payment Final Term Payment - 25% of the full payment</p>

- Lodging (applicable to Regular & Coop Dorms)
- Down Payment - 25% of the full payment
- For new applicants + processing fee - P 100.00; surety deposit - P 1,000.00
- Prelim Payment - 25% of the full payment
- Midterm Payment - 25% of the full payment
- Final Term Payment - 25% of the full payment
- Summer Term (full Payment) - 40% of the full payment

4. Present the official receipt of payment together with the “print-out” marked officially enrolled then secure Dormitory Assignment Slip (DAS) from SHRD. A fine is imposed for non-submission of DAS after the prescribed date.
 - 4.1 Php 500.00 8th day after the 1st day of classes
 - 4.2 Php 1,000 15th day after the 1st day of classes
5. The parents/guardian or resident himself/herself must visit or contact the SHRD office, after they made the payment, to confirm their reservation.
6. Submit the accomplished parent-guardian form and the DAS to the dormitory Adviser for room assignment.

Note: For room assignment, residents are encouraged to see or call the dormitory adviser on or before the start of classes.

B. Continuing Applicants

- Any interested and qualified resident must submit a Renewal/Clearance Form to the Dorm Adviser at least 2 weeks before the end of every semester.
- Pay the required twenty five percent (25%) for lodging and 2-month food payment at the Business and Finance Office.
- Keep the official receipt of payment for verification purposes at the SHRD Office. Present the “print-out” marked officially enrolled and secure the DAS from the SHRD Office.
- Submit DAS to the dormitory adviser for room assignment. A fine is imposed for non-submission of DAS after the prescribed date.
- A resident who wishes to transfer to another dorm must seek the recommendation of the Adviser of the dorm last resided. Said application must be decided in a DMC meeting called for that purpose. The concerned resident must personally verify with the SHRD on the decision reached by the DMC regarding the said application.

Rules and Regulations

All residents are expected at all times and in all occasions to conduct themselves in a proper and irreproachable manner in accordance with the high moral, ethical and Christian standard of the University.

General Statement

If a resident manifests a persistent lack of interest in his/her study or by repeated failures, wastes of his/her own time and that of instructors, or if in the judgment of the university authorities, a student, by his/her general conduct brings discredit upon the university rules and regulations, the administration reserves the right to dismiss said student (without stating the specific cause) or expel him/her, or take such other disciplinary measures as, in its judgment, the circumstances warrant.

Utmost effort will be exerted to challenge and stimulate the student to honest, conscientious effort, but the university may judiciously defer to undertake the problems of disciplining students who are not in sympathy with its purpose.

General Provisions

1. Academic excellence must at all times be the paramount consideration of all residents.
2. Submission of Dormitory Assignment Slip (DAS) to the Dormitory Management makes a student a bona fide resident.

3. Observance of dormitory rules and regulations is mandatory to all residents specifically the prohibitions on the following: smoking, drinking, illegal drugs, pornography, firearms, deadly weapons, gambling, immorality, etc.
4. Payment of board and lodging should be within the schedule of payments by term.
5. Cooperative dormitories are exclusive for incoming Freshmen residents. Only those who are chosen as big sisters (big sis) or big brother (big bro) are allowed to continue to stay in a coop dorm. A maximum of 2 big sis or big bro per room shall be allowed.
6. Continuing students who have complied with all residency renewal requirements are allowed to move into the dormitory few days before the start of classes every term with prior arrangement with the dormitory management and SHRD.
7. Students must leave the dorm at the end of every term. If a student has to stay in the dormitory after the term, a written request by the student duly approved by the Head of the Student Housing and Residence Division is required. An additional charge shall be imposed or exacted as transient fee.
8. Students may be allowed to leave their things in the dormitory for a fee at a designated area only, if there is an available space for that purpose. Any losses shall not be charged against Silliman University or the dormitory management.
9. Recommendation from the Dormitory Adviser is required for an application of dormitory space for continuing residents.
10. Electrical appliances of residents shall be charged accordingly. Rates shall be determined by the Business & Finance Office thru the Buildings & Grounds Office.
11. During school days, all dorms officially open at 5A.M and closes at curfew. During non-school days (eg. Semestral break, Christmas break, summer vacation) all dorms are officially closed.
12. All articles not kept in their designated places may be “bingkonged”.
 - bingcong(ed) – confiscation of things not in their proper places to be redeemed at a price in agreement with resident officers and the Adviser.
13. Residents are urged to settle their misunderstanding amicably and to refrain from fist-fighting or violence.
14. Residents should be responsible for their own possessions. All valuables must be kept in a properly secured cabinet. Residents are advised to deposit their money in the banks or an ATM card is preferred. The dormitory management is not liable for any loss of residents’ belongings.
15. Any resident dishonorably removed from a dormitory will not be allowed to transfer to another dormitory. Any resident who had to leave a dormitory for other reasons and then decides to return will need deliberation by the Dormitory Management Council.

Lodging and Fixed Board Policy

Lodging

1. Dormitory space application shall be acted upon only after the payment of the required dormitory down payment and a non-refundable/non-transferable dormitory application fee of P100.00 and a refundable surety deposit of P1,000.00.
2. A resident is required to pay twenty-five percent (25%) down payment for lodging and 2 months for fixed board.
3. Lodging payment should be within the schedule of payments as determined by term.
 - 3.1 If a student leaves the dorm before the first fifteen (15) days of classes, 25% of the semester lodging cost shall be charged.
 - 3.2 If a student leaves the dorm after the 15th day of classes, the latter shall be charged for the entire semester lodging cost.
 - 3.3 If a student moves in the dorm at the middle of the semester and withdraws, the counting of the first fifteen (15) days will start on the day he/she moves in the dorm.

- 3.4 During summer school, 50% of the payments will be charged for withdrawal within the first three days of classes; 100% of the payment shall be charged after this period.
- 3.5 In cases of payment refund, only residents who withdraw from the dormitory upon recommendation/endorsement of the Dormitory Management and other reasons approved by the VPAA, one honorably withdraws from the university, will be granted refund.
- 3.6 The Office of Student Services shall not endorse the University Clearance Form of the student if the charges are not fully paid.

Fixed Board

1. All students staying in the dormitories are required to eat on Fixed Board in their respective dining halls.
2. Residents should provide their own table utensils such as spoons, forks, plates and etc.
 - 2.1 Meal Schedule for cooperative dormitories depends upon the convenience of the residents because the food is already set in their respective food lockers.
 - 2.2 for regular dormitories meal schedule are as follows:

Breakfast	6:15 am – 7:45 am
Lunch	11:00 am – 12:30 pm
Supper	5:30 pm – 7:00 pm
3. Appropriate attire during mealtime is expected and proper decorum shall be observed.
4. Observe table manners and courtesy towards kitchen staff.
5. Payment for meals shall be made directly at the Business and Finance (B&F) Office. The receipt must be kept and ready to be presented in case of clarification.
6. Food payment refunds are not allowed for students going home on weekends.
7. Refund for food payment may be made according to the following guidelines:
 - 7.1 Refund may be allowed when a student shall be out of the dormitory for a period of at least five (5) consecutive days for any of the following reasons:
 - i. Field trips and other university related activities
 - ii. Illness that may require confinement at home or in a hospital.
 - iii. Emergency family concerns such a death of an immediate family member. A written certification by the Dormitory Manager is required and arrangement with the Food Service Management should be made in advance if possible. In case of emergency, the Food Supervisor should be informed immediately.

Regulations on Dorm Visitation, Study Hours, Siesta Hours, Curfew, Closed Week, Devotions and Meetings

A. Visitation Period

- Residents should entertain their visitors in the dormitory receiving area or yard only.
- Visitors are not permitted inside the rooms without the permission from the dormitory management.
- Residents should be properly dressed when entertaining visitors.
- Residents shall be responsible for the behavior of their visitors.
- No visitors are allowed after 9:00 pm.
- Dormitory management has the right to deny anyone from entering the premises.

B. Study Hours 7:00 pm – 9:00 pm (Sunday to Thursday)

- Silence should be strictly observed.
- No unauthorized and personal telephone calls.

- No inter-dorm or inter-room visitation.
- Minimize or regulate music and other sounds.
- Playing of any music instrument is strictly not allowed.
- During study hours, the students are expected to spend their time in the library or in their respective rooms or study halls.
- Study checks shall be conducted by their dormitory management.
- TV viewing is not allowed. Viewing schedule shall be determined by the dorm management.
- Going to movie houses is not allowed during weekdays except when the following day is Holiday

C. Siesta Hours 12:30 pm – 2:00 pm daily

- No telephone and personal calls.
- No playing of any music instrument or device.
- No movie viewing (either on the laptop/TV or in the movie house).
- No playing of any game, including those in the cellular phone or laptop/tab.
- No dorm visitation or room hopping.
- Staying outside of the dorm (any area in the campus and downtown) other than legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

D. Dormitory Curfew

	Men's and Women's Dorm	High School
Sunday-Thursday evening (before a class day)	9:30PM	7:00PM
Evening before holidays and weekends (Friday-Saturday)	10:00PM	9:00PM

- Residents are expected to be in the dormitory on or before the curfew.
- Any resident who intends to come in late should obtain permission from the Dormitory Adviser.
- The door should be opened for residents who came in late, provided that this is done with the knowledge or permission of the dormitory management.
- Bed check shall be conducted by the dorm Adviser as soon as the dormitory closes. All residents are expected to manifest their physical presence by opening the door of their rooms at these times.
- Residents who came in late should not use the emergency exit as entrance to the dormitory.
- Residents who came in late should see the dormitory management before retiring to bed.

E. Closed Week

Comprise the week immediately preceding and the examination week itself.

<u>College residents</u> mid-term exams final exams	1 week before the examination week + the exam week
<u>High School residents</u> every periodical exam	1 week before the periodical test + the periodical exam week

- Sleep-out, overnight group study, and going home are not allowed. The latter may be allowed only in emergency cases.

- No telephone and personal calls.
- No playing of any music instrument or device.
- No movie viewing (either on the laptop/TV or in the movie house).
- No playing of any game, including those in the cellular phone or laptop/tab.
- No dorm visitation or room hopping.
- Staying outside of the dorm (any area in the campus and downtown) other than legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

F. Devotions and Meetings

Devotions and meetings are integral to dorm life. Through this, students participate in the affairs of the dormitory, meeting some of their needs and attaining certain objectives of the University.

- Residents should attend dormitory devotions and meetings.
- Residents should dress properly when attending devotions and meetings.
- Devotion leaders should prepare at least a week before the scheduled date of devotion.
- Speakers should be chosen properly to fit the suggested theme and should be invited at least a week before hand.
- When inviting speakers from other religious group, the approval of the University Spiritual Life Council Office is needed.
- The “Order of Worship” should be presented to the management for advice.
- Residents are encouraged to attend Silliman Church Services.

Section 3 - GUIDANCE AND TESTING DIVISION

The Guidance and Testing Division of Silliman University is a unit under the umbrella of the Office of Student Services. Its organizational structure is centralized. However, a counselor is assigned in each academic unit where the counselor holds office. GTD Head holds office at the Guidance Center located on the 3rd Floor of the Oriental Hall. He/she coordinates and supervises all activities of the GTD.

Our Mission

We commit to provide relevant services aimed at helping students develop their full potential consistent with the institutional goal for a total Christian quality education. Thus, our programs seek student development towards holistic integration characterized by integrity as well as sensitivity to societal needs and environmental concerns.

Guidance Programs and Services

The Guidance and Counseling Program of the University complements the instructional program and is geared towards fulfilling the academic, personal-social, and career needs of the students.

Counseling

Counseling, the heart of our guidance program, is conducted either individually or by group to assist individuals to arrive at self-understanding and to facilitate growth and adjustment, problem-solving, and decision-making.

Testing

Students are strongly encouraged to take psychological tests to determine their strengths and limitations through standardized instruments on aptitude, mental ability, occupational interests, personality, and personal needs. Psychological tests allow objective and realistic view of individuals.

Individual Inventory

All pertinent information about the students is maintained in cumulative and confidential folders. It aims to facilitate the students' self-awareness, self-understanding, and decision-making. The data can also be used in assessment, predicting progress and behaviors, placement, and program evaluation.

Information

This service provides students with personal-social, educational-academic and vocational-occupational information that enable them to evaluate their opportunities and to make informed judgements.

Consultation

Counselors may confer with parents, faculty and staff, and other professionals on issues affecting the mental health of their students and other referred individuals. They also confer with other professionals to facilitate help needed by their clients.

Research and Evaluation

Systematic evaluation of guidance activities is carried out and studies are conducted. The results are made available to provide information needed to develop, improve, and upgrade guidance services.

Community Outreach

Counselors establish linkages with government and non-government organizations and socio-civic groups to render pertinent services.

Enrichment and Development Programs

Personality Enhancement Program (PEP)

PEP is a unified college program for all first-year students and makes use of inter-circle activities to allow interaction among students. Various activities are conducted to help students adapt more easily to college life and their new environment and to learn more life skills.

Human Relations Training

Seminars, workshops and enrichment training on human relationships, values clarification, leadership, academic intervention and success, career development, conflict management, and other special topics related to human growth and development are conducted by the Guidance Team for students and requesting organizations.

Peer Outreach Program

This is a formation program created to equip students who have the spirit of service to do volunteer work, with competencies needed to effectively help others. The SU POPERS, as they are called, are the

extending arms of the Guidance Team in implementing University-wide programs and other guidance related activities.

Basic Job Entry Skills Seminar (BJESS) and Placement

BJESS is a whole day college-based follow-up activities that provide graduating students opportunities to acquire and develop competencies needed as they prepare for the world of work. Occupational opportunities are also available through linkages with various companies.

Academic Enhancement Program

This program assistance is for students whose cumulative QPAs fall below the requirement stipulated in the retention policy of the respective colleges. Students on this program are followed up individually or by groups to help them develop attitudes and skills needed to cope with the demands of their academic requirements. Tutors and mentors are provided.

Section 4 - STUDENT ORGANIZATIONS AND ACTIVITIES DIVISION

Silliman University has a strong program of student activities. These activities vary from student organizations to student publications and from dramatics and music to athletics.

Students are encouraged to participate in as many activities as possible, provided these do not interfere with the greater goal of good academic work. Students are encouraged likewise to consult the SOAD on matters concerning student activities.

At the end of every year, the University gives awards to outstanding students who have contributed to enriching campus life. Awards for outstanding organizations are also given by the Committee on Student Organizations (SUSG-ComSO). The SOAD is actively involved in the mechanisms for these awards.

Student Affairs Committee

The Student Affairs Committee is the advisory body to the Dean of Student Services with regard to student activities. It considers matters affecting student activities brought before the attention of the Committee, studies and makes recommendations, and/or passes actions thereon. It approves the type of program or nature of entertainment to be presented as sponsored and/or co-sponsored by the student groups. It considers all student activities on- or off-campus.

The Committee is composed of representatives from the SUSG-ComSO, CSO and OSS.

SUACONA Student Center (SC)

The SUACONA (Silliman University Alumni Council of North America) Student Center is a facility provided by the University for academic and recreational use of students. Its refurbishment, along with that of the offices in the Oriental Hall, was supported by the SUACONA. The Center is a place where students can take time off to relax during their free time, study (individual or groups), practice group presentations, work on a project, or entertain themselves with a variety of table games, newspapers and magazines, or watch TV. Use of facilities is free for students, but individuals or groups who may want to use the venue for specific activities pay a certain fee. Application forms are available at the Student Center for booking.

Schedule:	
Monday to Friday	8AM – 10PM
Saturday	8AM – 12 NN; 2PM – 6PM
Sunday	2AM – 5PM

Identification Cards

The ID should be carried with you at all times. It identifies you as a member of the Silliman academic community. It is necessary for a student's entry into the university, the utilization of campus services and facilities, such as the Student Center, and the enjoyment of student discounts.

During the enrollment period, first year and new students should have their pictures taken at 2nd floor of Oriental Hall – ID Section. A temporary card is issued – and is valid until the ID is available. For continuing students, validation stickers are given at the OSS upon submission of their ID enrollment. An additional service charge of twenty-five pesos (P25.00)/ day will be collected for validation made a month after enrollment period.

University Post Office

The Silliman Post Office is a mail distribution center located on the ground floor of the Oriental Hall. A limited number of Post Office (PO) boxes are available for rent to Silliman offices, faculty, staff and students. If you do not have P.O. box, you may get your mail through your dormitory, college or directly from the postal clerk.

Section 5 - INTERNATIONAL STUDENT ADVISER

An International Student Adviser oversees the needs and concerns of all foreign from the moment they communicate with the University until they graduate from Silliman. The International Student Adviser helps ensure a holistic campus experience for foreign students, and facilitates their acculturation to local life through peer-to-peer and group activities that foster friendships among themselves and with Filipino students.

The International Student Adviser also assists in the application for admission of foreign students into the University. The Adviser serves as the point person of the University on student visa-related requirements.

It is also the International Student Adviser that provides guidance on the selection of board and lodging options either on- or off-campus. Counseling, faith-nurture and other student development-related services for foreign students are also attended to by the International Student Adviser.

All foreign student applicants are advised to communicate with the International Student Adviser for information on admission or request for assistance with their applications.

II. UNIVERSITY FACILITIES

Section 1 - UNIVERSITY CHURCH

The Silliman University Church is strategically located at the heart of the campus for a purpose. It constantly reminds us of the central focus of the teaching-learning experience in Silliman – quality Christian education. The Christian character of this education is reflective of the Protestant evangelical and reformed traditions of the faith.

While Silliman University Church is an integral part of the United Church of Christ in the Philippines, it welcomes everybody in its corporate worship and common witness. The church aims “to proclaim Jesus Christ as Lord and Savior in the campus and the larger community, to invite all into a life of discipleship and dynamic witness.”

Through the Youth and Campus Ministry Unit, Silliman University Church provides a wide range of opportunities for students to have a personal encounter with Jesus Christ, He who said, ‘I am the Way (Via), the Truth (Veritas) and the Life (Vita).’ “Through various programs students are invited to explore the challenges of the faith in the midst of a changing world within an atmosphere of openness in a discerning community.

Programs initiated by the Church are open to everybody. One does not need to become a member to actively participate. There are various groups of the Church that cater to student needs: the Christian Youth Fellowship (CYF), the Young Adults Fellowship (YAF), the Camping Ministry, the Covenant Choir and the Pilgrim Choir among others. The Church connects spiritual disciplines and academic learning, thereby integrating holistic growth in body, mind and spirit.

Corporate worship services on Sundays are held at 6:30 a.m. Silliman Heights, 8:00 a.m. Udarbe Chapel, 10:00 a.m. Main Church, 4:00 p.m. Main Church, 5:00 p.m. Udarbe Chapel Lawn. There is a midweek service every Wednesday at 7:00 p.m. The Sacrament of the Holy Communion is celebrated every first Sunday of the month and on Wednesday after the first Sunday. While the Church Office is open during regular office hours, you can call any of the pastors all the time for assistance and counseling.

Section 2 - CAMPUS CHAPLAINCY CENTER

The Campus Chaplaincy Center, in coordination with Silliman University Church, commits “to proclaim Jesus Christ, as Savior and Lord in the Silliman community, inviting all to become Christ’s disciples so that they may live a life of services to others.”

The campus Chaplaincy Center serves the faculty, staff, and students in strengthening their spiritual lives. It also seeks to assist the various units in their religious life activities. The Center, which is guided by its three “S” goals, namely: (1) We SHARE the Good News (proclamation), (2) we SHAPE character (discipleship), and (3) We SERVE Others (service), offers the following services:

SHARE the Good News: Worship Services, Convocations, Devotions
SHAPE Character: Bible Studies, Leadership Trainings, Retreats
SERVE others: Pastoral Care & Counseling Mission Outreaches

The Center offers the Scheide Chapel, a prayer and peace sanctuary, for prayer and meditation anytime of the day. Religious organizations are encouraged to use the Chapel for religious activities in the evenings.

The Center also offers the Catacombs (back of SU Church) for everyone. Students can hang out, relax, play or study over a cup of coffee. Interactive games are provided to build meaningful relationships.

Assisting in the implementation of the programs of the Center are the various church youth organizations of Silliman University Church such as: Christian Youth Fellowship and Young Adults Fellowship 20’s.

The Center also coordinates with the religious student organizations in the campus, through the Council of Religious Students Organizations and the Religious Life Council of the SU Student Government.

Section 3 - UNIVERSITY LIBRARY

The Robert B. and Metta J. Silliman Library caters mainly to the research and instructional needs of University faculty, administrators, staff and students. It is considered one of the most notable libraries in the country having been awarded Most Outstanding Library for 2007 by the Philippine Association of Academic and Research Librarians. It has a floor area of 5,973 square meters, all three (3) floors of which are air-conditioned.

The Library holdings consist of more than 200,000 volumes of books as well as journals on various subjects in both print and electronic formats. It has a special collection of pamphlets, maps, clippings and other non-book resources. Special collections on environment, peace, women's studies, American studies, population, labor, socio-economic development issues and of the Bible in different languages and versions are also available.

In keeping up with the development in information technology, the Library has expanded its services to include internet access through its Cyber Library. Aside from the wired internet the library has also a WiFi facility. Computers for the On-line Public Access Catalog (OPAC) using the Destiny Library Manager program are available in every floor of the library.

The Library houses the World Bank Knowledge for Development Center (KDC) which is a depository of all World Bank publications, reports, and other operational documents. It also contains non-World Bank publications on economic development. Aside from the KDC, other special sections of the Library are the American Studies Resource Center (ASRC) which provides a rich source of information on American studies, the Education USA Satellite Advising Center which offers assistance to Filipinos who wish to explore post-secondary educational opportunities in the United States, and the SU-ILO knowledge Corner which contains materials on labor and other labor-related issues. A newest addition to the Library is the Fidel V. Ramos Reading Center containing books and periodical articles about the former President and those written by him. Framed photographs of Mr. Ramos are also found in the Center.

The Library has been designated as a depository of the publications of the Philippine Institute for Development Studies and the Asian Development Bank.

To enhance the security of library materials, a 3-M security system and a 32-channel CCTV camera have been installed.

Library Schedules

Regular Schedule:

Monday-Thursday	Friday
8:00 a.m.-8:00p.m.	8:00 a.m. -7:00p.m.
Saturday	Sunday
8:00 a.m. -12:00 noon	1:30 p.m. - 5:30 p.m.
1:30 p.m. - 5:30 p.m.	

Schedule One Week Before and During Midterm and Final Exam Weeks

Monday- Thursday	Friday
8:00 a.m. – 9:00 p.m.	8:00 a.m. - 7:00 p.m.
Saturday	Sunday
8:00a.m. – 12:00noon	1:30p.m. – 5:30p.m.
1:30p.m. – 5:30p.m.	

Schedule During Semestral Break:
Monday – Friday 8:00 a.m. -12:00 nn 2:00p.m. – 4:30p.m.

Section 3 - SILLIMAN UNIVERSITY MEDICAL CENTER

A bonafide student of the University automatically becomes a member of the Hospital Plan. Benefits and privileges under the Hospital Plan are administered by the University. Medical needs of students are served by the Silliman University Medical Center (SUMC), a major hospital located on campus. Benefits under the Hospital Plan are valid only when rendered at the SUMC. To avail of the Hospital Plan benefits, a student must present a validated student identification card to the SUMC.

The benefits under the Hospital Plan are as follows:

- Free annual physical examination (salaried doctor's services only)
- Free hospital ward accommodation for a period of 30 days
- Medical and surgical professional services including consultations (salaried doctor's services only)
- Out-Patient= 100% discount on consultation (salaried doctor)
- In-Patient= 50% discount on professional medical services (salaried doctor)
- Free minor dispensary treatments (except supplies)
- Fifty percent (50%) discount for x-ray, laboratory services, dental treatment: (except CT Scan, Endoscopy/ Colonoscopy, and its supplies)

Exclusions under the Hospital Plan are as follows:

- Minor and major charges.
- Dispensary consultations outside of office hours, except in cases of emergency.
- Accommodation for private rooms except when a member of the plan pays for the difference between the private rooms and the allowable accommodation.
- Psychiatric illness, cosmetic surgery or treatment, optometric services.
- Normal obstetrical deliveries.
- Medicines and supplies.
- Medico-legal cases.
- Suicide or intentionally self-inflicted injuries.
- Hospital confinement for executive check-up, drug addiction or alcoholism and sexually transmitted diseases.

For those covered by PhilHealth, benefits will be applied first and exhausted before the Hospital Plan benefits are applied. One is expected to pay in cash hospital bills not covered by PhilHealth or the Hospital Plan. As such, students will need to abide by the payment policies of the SUMC.

Section 4 - PRINTING AND PUBLISHING UNIT

The Printing and Publishing Unit, formerly Silliman Press, primarily serves the University and outside Silliman community. It also accepts orders for personalized letterheads, printed envelopes, birthday cards and/ or invitations, souvenir programs, posters, tabloids, newsletters, calendars, textbooks, pamphlets, syllabi, brochures, flyers, receipts and invoices, binding of both private and public documents and manuscripts, and repair of old books.

Section 5 - CAFETERIA AND FOOD SERVICES

Aside from the main University Cafeteria, dining services are available at some dormitories, such as Edith Carson Hall, Doltz Hall, Larena Hall, Ethel Chapman Hall and Occidental Hall. These dining halls are under the supervision of the University Food Services. Questions, comments, or suggestions concerning food services may be brought to the attention of the Cafeteria Manager.

Section 6 - STUDENT PUBLICATIONS

Campus journalism and creative writing opportunities are available through various publications. The Weekly Sillimanian is one of only two weekly student papers in the country. Its creative outlet is the semestral Sillimanian Magazine. The High School Department puts out the Junior Sillimanian. The Sands and Coral, a literary journal, is published in cooperation with the Department of English and Literature. Portal is the yearbook of the graduating class.

Key positions in these publications carry honoraria and are available to all students through competitive examinations. These publications are supported by the students through a publication fee. For more information, please see or contact the Director of the Office of Information and Publications, third floor, Leopoldo T. Ruiz Administration Hall.

Some organizations also put out their own magazines or newsheets.

III. STUDENT LIFE

Section 1 - UNIVERSITY CONVOCATIONS

Convocations are a means of enriching campus life at Silliman. Measures are done to make the convocation programs interesting and meaningful. Guest speakers are featured along with our own faculty members. Convocations are usually scheduled on Mondays, unless visits of resource persons fall on another day. Students are urged to attend the convocations.

Section 2 - COLLEGE ASSEMBLIES

Students are required to attend college or departmental assemblies ideally scheduled on a Monday. The college assembly features a wide variety of educational and entertaining programs that are usually sponsored by student groups within the college.

Section 3 - ATHLETICS

Silliman recognizes the importance of a strong athletics program, in addition to physical education courses that are part of the General Education program. The Athletics Department supervises a full program of intramural sports in which all students are encouraged to participate. The program runs throughout the school year and includes all organized competitive sports.

The University's varsity teams often compete against teams from other educational institutions and participate actively in national competitions sponsored by the Department of Education or the Commission on Higher Education.

Section 4 - CULTURAL AND ARTS PROGRAMS

Silliman University offers a variety of cultural programs produced by the faculty and students. The Cultural Affairs Committee adds up to the fare with a season each semester, featuring university-based, national, and international talents.

Venues for the productions are the College of Performing Arts Music Sala, the Woodward Hall Little Theater, Munting Dulaan Katipunan, and the Luce Auditorium. Some sections of the Main Library are also used for art exhibits.

Section 5 - SILLIMAN UNIVERSITY STUDENT GOVERNMENT (SUSG)

The Student Government at Silliman serves to strengthen the bonds of fellowship among the students, promote their interest, and provide opportunities for training on good citizenship. To carry out these objectives, the Student Government functions under a constitution and a set of rules and regulations. The OSS, through the SOAD, acts as the supervisory unit of the Student Government.

Under the present set-up, the Student Government is divided into three branches: the executive, the legislative and the judicial departments. The executive power is exercised by the president with the assistance of the Cabinet. The Cabinet is composed of the president, vice president and the respective heads of the Executive Committee who shall be appointed by the president. The legislative power of the Student Government is vested in the Student Assembly. It is composed of elected representatives of the different schools and colleges.

The justice committee exercises judicial power. It is composed of the prime justice and six other justices who shall be appointed by the president upon recommendation of the Committee on Appointments.

Election of the Student Government officers is held before the close of the academic year.

Political Campaigns for Student Government Elections

- Student political rallies may be held after securing the necessary permit from the SOAD. Rallies are held at the Amphitheater or in other appropriate places as approved by the SOAD. A classroom-to-classroom campaign must be cleared and approved by the VicePresident for Academic Affairs and the Directors/Dean of the schools/colleges concerned.
- Candidates and their leaders or sympathizers may speak before dormitory residents during devotional hours with arrangements made in advance with the head of the Student Housing and Residence Division and the dormitory managers. Dormitory room-to-room campaigning is not allowed.
- The other rules and procedures of the election are set by the Commission on Elections (COMELEC) of the Student Government.

Section 6 - STUDENT GRIEVANCE CENTER

Scope and Limitation

The Student Grievance Center (SGC) serves as a receiving and facilitating center for complaints and grievances from students. It has neither recommendatory nor disciplinary authority, but it undertakes follow-ups on complaints and grievances referred to it.

The SGC screens and studies the complaints and determines whether they are valid or not before they are forwarded to the office concerned for appropriate action. If there is a possibility of mediation, the office

may make representations with the office concerned in order to settle amicably the complaint or grievance.

If the complaint is directed against the head of SGC, the student may directly report to the Dean of Students who shall then take the appropriate action.

Procedure for complaint Processing

A complaint is brought before the SGC either by the student complainant or by the SUSG of the student alleging misconduct or infraction, abuse of authority, poor instruction or service, or any valid cause for complaint against a fellow student, a member of the faculty, a staff, or the administration.

- The head of the SGC studies the validity of the complaint.
- If the complaint is valid, the head shall make representations with the office concerned and endorse the complaint to the said office for appropriate action.
- Once the complaint is brought to the proper office, the head of the SGC makes a series of follow-ups to ensure that the action is done.
- If no action is taken by the office concerned, the SGC head may bring up the matter to the higher office, this time, with an added complaint of inaction by the lower unit head concerned.
- If the same inaction is present in said higher office, the SGC head brings up the matter to even higher offices with added complaints of inaction until the same reaches the University President.

IV. HONOR SCHOLARSHIPS

Section 1 - HONOR SCHOLARSHIPS FOR UNDERGRADUATE STUDENTS

This scholarship is awarded to entering college freshmen and to continuing students of the University who obtain high academic performance every semester.

A. Entrance Honor Scholarship

Valedictorian
Salutatorian
First and Second Honorable Mention

Requirements:

Application letter addressed to the Registrar in duplicate copy.

Photocopy of the high school card (Form 138).

Certification from the High School Principal stating the honors obtained

Honor certificate signed by an alumni officer or UCCP minister (optional).

B. Continuing Honor Scholarship

- Class A Honors – must have a quality point average (QPA) of “3.50” and above with no grade below ”2.0”; with no “INC” grade); and with an academic load of not less than fifteen (15) units in the previous semester.
- Class B Honors - must have a quality point average (QPA) of “3.25” to “3.49” (with no grade below ”2.0” with no “INC” grade) with an academic load of not less than fifteen (15) units in the previous semester.

Requirement:

Application letter addressed to the Registrar stating the Quality Point Average (QPA), current year level and course in duplicate copy.

Deadline for Submission of Application:

- First Semester – on or before the fourth (4th) week after the start of classes.
- Second Semester – on or before the sixth (6th) week the start of classes.

Section 2 - HONOR SCHOLARSHIPS FOR HIGH SCHOOL

A. Entrance High School Honor Scholarship

These are for elementary pupils who graduated with honors such as:

- First Honors or Valedictorian
- Second Honors or Salutatorian

Requirements:

- Application letter addressed to the High School Principal signed by the student.
- Certification from the Elementary School Principal stating the honors obtained.

B. Continuing High School Honor Scholarship

- High School Honors – students with general average of 95% and above in the previous year.
- High School Class Honors – students with general average of 90% - 94.99% in the previous year.

Requirement:

Application letter addressed to the High School Principal and signed by the student stating his/her general average and class level in duplicate copy.

Deadline for Submission of Application: On or before the fourth week after the start of classes.

C. Cash Incentive

The recipients of honor scholarship receive a corresponding amount that varies according to type or category the student belongs.

Section 3 – Recognition of Honor

The University is vitally interested in stimulating students to a high level of scholastic achievement. Aside from awarding honor scholarships, the University each year makes official public recognition of those college students who excel in scholarship. Grades considered for honors are those earned in the recent semester/s of residence by year level. The criteria for the awards of Class, College and University Honors are based on the Rules of Procedure published each year during Honors Day.

V. ACADEMIC POLICIES

Section 1 - PRE-REGISTRATION

Students who wish to return to Silliman University the next semester may pre-register. This is doing early the initial steps of the enrolment procedure. It is not a complete enrolment. Pre-registered students must complete their enrolment at the start of the semester.

Section 2 - REGISTRATION

Silliman University will fully implement online registration and enrolment system. The system will allow student enrolment online from home, and need not come earlier than the actual start of classes. However the student must complete the processing of enrolment from the admission stage up to the stamping "ENROLLED" of his/her enrolment schedule by the Registrar.

Section 3 - CHANGE OF REGISTRATION/WITHDRAWAL

Changing of courses should, as much as possible, be done during the regular enrolment period. However, changes of registration during the week following the regular enrolment period may be entertained provided these are properly endorsed by the Dean.

For a student to be given "W", dropping of subjects should be done before the two weeks immediately prior to mid-term week. However, if withdrawal at any time is due to illness or injury, the grade to be given shall be "W".

A student who withdraws or is withdrawn from the University for any reason other than sickness or physical injury shall be charged fifty percent of tuition and other fees if he or she withdraws after the four weeks of the opening of classes up to mid-term. He shall be charged one hundred percent after mid-term week.

Section 4 - AUDITORS

A student wishing to audit a course must register for the course. He must also obtain the permission of the instructor of the course he wants to audit. An auditor takes part in all class activities, but he does not receive credit for the course.

Section 5 - GRADES AND GRADING SYSTEM

A. Grading System

Adopted Since 1955-56		Effective June 1992		Percentage Grade Equivalence Table
<i>Letter Grade</i>	<i>Quality Points</i>	<i>Numerical Ratings</i>	<i>Quality Marks</i>	(AC Action 77 78:25)
A	4.0	4.0, 3.9, 3.8	Excellent	97-100
A-	3.5	3.7, 3.6, 3.5, 3.4, 3.3	Very Good	93-96
B	3.0	3.2, 3.1, 3.0, 2.9, 2.8	Good	89-92
B-	2.5	2.7, 2.6, 2.5, 2.4, 2.3	Above Average	85-88
C	2.0	2.2, 2.1, 2.0, 1.9, 1.8	Average	81-84

Adopted Since 1955-56		Effective June 1992		Percentage Grade Equivalence Table
C-	1.5	1.7, 1.6, 1.5, 1.4, 1.3	Below Average	77-80
P	1.0	1.2, 1.1, 1.0	Passing	73-76
F	0.0	0.0	Failure	72 & below

In computing for the quality point average (QPA) for graduation and honors, the subjects are weighed according to the respective number of units assigned to a course.

A grade of “Inc” (Incomplete) indicates that the student has not completed all the assigned work for the course. An “Inc” must be completed within the following term in the semester in which the course was taken; otherwise the grade automatically becomes “NC” for “No Credit”, or “NG” for “No Grade.” An “NC” or “NG” grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements.

The letter “W” shows that the student has dropped a course with the written permission of his/her Dean/Director/Principal. If a student drops a course without the written permission of his Dean, the grade for the course automatically becomes “F”. “WF” is recorded when a student officially withdraws from the course but is failing at the time the withdrawal was made.

In order to graduate, a minimum cumulative quality point average (CQPA) is required at the end of the term in which the student completes his course in the following: Baccalaureate programs, 2.0; Law, 2.3; Medical School, 2.5; Master’s program, 3.0; and Doctorate programs, 3.5.

As additional requirement for graduation and progression in the degree program, all designated undergraduate professional courses or major subjects must have the minimum QPA set by the college and approved by the Academic Council.

All courses under the master’s and doctorate programs must have a minimum grade of 3.0 and 3.5, respectively.

B. Guidelines on the Change of Grade

DECS Provisions on the Change of Grade

- DEC Memo s 1959 says that no additional final exam can be given to a student for purposes of increasing his grade.
- DECS Regional Memo #42, s. 1987, “Request for correction of grade . . . may be entertained by this office only if they are due to inadvertent clerical errors subject to verification by a DECS supervisor.

C. Grounds for Change of Grade

- Change of grade is allowed on the following reasons:
- Error in the entry of scores or grades

- Error of computation

D. Allowable Period for Change of Grade

A change of grade is allowed within three weeks from date of the final submission of grades to the department concerned to give time for the student to question entries of teacher and for committee to deliberate. Once the grades are submitted by the Dean to the Registrar, the teacher can no longer change the marks at his/her discretion. The submitted grades are no longer within the teacher's "turf". They are now outside of his/her authority or jurisdiction to change or revise them. To effect the change, the teacher must go through the procedure as outlined below. (MORPHE, p 541)

E. The Procedure

- The complainant (student, faculty, dean or parent) submits a written complaint addressed to the teacher concerned with copies furnished to the department chairperson, dean, and Registrar's Office.
- Upon receipt of the letter of complaint, the department chairperson shall convene a committee composed of all the faculty members of the department and the dean. The student shall be invited to attend committee meetings.
- Investigation shall include scrutiny and discussion of all entries of grades or scores up to the final exam. These data should be given to the committee prior to the meeting to allow time for the members to study.
- If accepted, report of the change of grade addressed to the Registrar noted by the dean shall include a written explanation by the teacher who allowed a change of grade, supporting papers and a statement of the committee action.
- Any petition for change of grade will no longer be accepted when the report on promotion (Form XIX) have been submitted by the Registrar to the CHED.

These guidelines are to be followed effective April 1990.

C. Incomplete Grades

An "INC" (Incomplete) mark indicates that the student has not completed all course requirements due to excusable reason, such as, sickness, emergency, or accident. (Section 109, Article XXII, MORPHE, p. 553.)

The student must complete the requirements within the semester following that in which the course was taken. Otherwise, the grade automatically becomes "NC" for "No Credit" or "NG" for "No Grade". Such a grade is permanent and cannot be subsequently changed. (Section 109, Article XXII, MORPHE, p. 553.)

In removing the "Inc.", the student must present to the teacher a receipt from the Business and Finance Office indicating payment of the completion fee.

An "Inc." mark given for reasons other than failure to complete course requirements shall not be subject to the P25.00 completion fee.

D. Preparation of Grades

All teachers should prepare the grades and submit them on time to the Office of the Dean and the Registrar and Admissions Office.

Preparation of grades refers to the construction of examination papers, test administration, correcting of test papers, computation of the grades, preparation of class cards and grading sheets, including the preparation of F-138 for Elementary and High School.

E. Submission of Grades

Grades must be reported to the department chair or, if no department, directly to the dean or director of the college or school within five (5) working days of the administration of the mid-term and final examinations. The grades are encoded in the database to give time for the student to view and question on the entries. The student is given three (3) weeks upon submission of the grades to question any error found in the entries.

The Registrar will be responsible for the official release of final grades to students or to their parents or guardians.

Mid-term and final grades of non-graduating students must be in the hands of the office of Registrar not later than ten days from the examination dates. Appropriate sanctions for violating these rules shall be done by the Academic Council.

By reason of the type and nature of examination given in these schools, the Graduate School and Divinity School are allowed twenty (20) days, and the College of Law thirty (30) days, from the date the examination is given.

Failure to submit grades on time shall be subject to a fine of P5.00 per day of delay. All fines are credited to the college/school/unit concerned.

All deans and directors are enjoined to enforce these rules strictly.

Section 6 - ACADEMIC PROBATION

A student who does not get the required QPA of 2.0 is placed on academic probation during the succeeding semester with these conditions:

- The student may be required to repeat certain subjects, or carry a reduced load to improve or earn quality points.
- The student must not incur any unexcused absences from regular classes, his college's assembly or the University convocation.
- The student is ineligible to represent the university in any public performance or activity, or hold any major office without his Dean's permission.

A student on an academic probation must attain the minimum QPA in the following semester. If he cannot get the required QPA, he would be dropped from the University. This action is automatic unless the college, or faculty, or the designated committee decides to extend the probation period.

Section VII - EXAMINATION

All students are expected to take the preliminary, mid-term and final examinations at the time scheduled by their respective Dean's Office. If the student fails to take these exams for no justifiable reason, he is fined Php60.00 for each examination missed. His Dean shall determine if the reason is justifiable or not.

Section VIII - ATTENDANCE

Students are expected to attend all classes. Work covered during any absence, excused or unexcused, is incurred only for valid reasons. The teacher concerned will determine the validity of the absence. Three unexcused absences may be incurred and the rest of the 20 percent allowed by the Commission on Higher Education (CHED) must be excused, incurred, only for valid reasons.

Permission to leave the campus for activities must be secured in advance from the Dean, and, if the student lives in a dormitory, from the Office of Student Organizations and activities Division (SOAD) and the Student Housing and Residence, Student Personnel Services. Otherwise, excuse for such absence immediately preceding or following holidays can be secured only from the Dean. If excused or unexcused absences are already excessive, the instructor may recommend to the Dean that a student be given a grade of "F." Students must attend first class sessions in any course at the beginning of the semester and classes immediately before and after long vacations.

Section VIII - RECOGNITION OF CREDITS EARNED ELSEWHERE

Generally, credits for work done elsewhere are accepted, provided the student obtains the minimum average grade required for the program. Students claiming advanced standing must submit a complete copy of their school records long before the start of the semester in which they wish to enroll. In some cases, advanced credits are accepted only after passing a validating examination that usually covers English, Biology, Chemistry, Logic, Physics, Mathematics, and Accounting.

Section VIII - SUMMER STUDY IN OTHER INSTITUTIONS

Students must obtain permission from their respective Deans before taking summer courses in other institutions. When credits are desired for major courses, they must secure approval from the department chairman. Only students with a minimum cumulative QPA of 2.0 will be allowed to transfer summer credits from schools whose educational standards are considered at par with Silliman standards.

Permission to take summer courses elsewhere will be granted only for courses not offered in Silliman University.

Section IX - APPLICATION FOR DEGREES

Application for graduation must be filed with the Registrar's Office in the first semester of the senior year. Application forms are available at the Office of the Registrar & Admissions or at the Directors/Deans offices. A student with "INC" grades prior to the semester in which he expects to graduate cannot be considered a candidate for graduation. Any "INC" grade in the student's final semester which is not removed before commencement will bar him from graduation.

Section X - LEAVE OF ABSENCE

A petition for leave of absence must be filed with student's Dean. A copy of the petition must also be furnished the Registrar. Before the petition can be granted, tuition and all fees must be paid for the entire semester in which the leave is sought. Clearance from the university is also required. No leave of absence for an indefinite period will be granted.

Request for leave of absence are granted only in cases of illness. Fees paid for the interrupted period will be applied in the semester immediately following plus the difference.

Section XII - COURSE LOAD

Regular students in undergraduate courses must take the full load or number of units prescribed for a particular term, except for:

- Students with either work grants or assistantships;
- Students on academic probation, who may be made to carry no less than 15 units a semester.

A regular student who drops almost all courses, either officially or unofficially, retaining a load of less than 15 units will be allowed to finish the term. However, he will be refused admission in the succeeding semester.

In the case of students failing in courses that are pre-requisite to the other courses and who may not be allowed by the college to proceed with their studies until those deficiencies are removed, these students should be made to cross-register for courses on other colleges in the university so that they may be able to comply with the minimum requirement of 15 units per term.

Overload or extra units may be allowed to a candidate for graduation only during the last term of his/her course. A graduating student requesting for an overload must meet the grade requirement of the department. A letter request for an overload must be filed and addressed to the Commission on Higher Education through the Registrar with the approval of the Dean.

These policies are also the bases for determining whether a student should be allowed to continue living in any of the university dormitories.

VI. GRADUATION HONORS GUIDELINES

1. Only numerical grades shall be used for graduation honors. Letter grades already given shall be transposed into numerical points.
2. In computing for the Quality Point Average (QPA), the subjects shall be weighted according to their respective units. In determining the QPA, computation should be carried to the hundredth's place and rounded off to the tenth's place. In rounding off, if the digit dropped is 5 or greater, the preceding digit should be increased by one. If the digit dropped is less than 5, then the preceding digit should be unchanged.
3. Students who complete four or five-year curricula with the following QPAs shall receive the corresponding honors on graduation:

QPA	Graduation Honors
3.3	Cum Laude
3.6	Magna Cum Laude
3.9	Summa Cum Laude

4. Only students who carry a minimum load required by the course per semester shall be considered for graduation honors.
5. No student with a grade below 2.0 should be considered for graduation honors.
6. No student with more than one (1) INC per semester is considered for graduation honor unless incompletes are incurred due to emergency reasons like death in the immediate family, hospital confinement of student, etc.
7. No student who drops a course or courses four weeks after the start of classes in a term, except for emergency reasons, is considered for graduation honors.
8. No student shall be considered for graduation honors unless he finishes his course within the number of years of schooling for a four-year curriculum, five years for a five-year curriculum, etc.

9. If a student repeats a subject the average of the grades shall be considered in the computation of the QPA.
10. Questions raised, especially regarding Rules 4 and 6, should be deliberated and decided upon by the faculty of the discipline to which the student belongs.

VII. TRANSCRIPT CREDENTIALS

Transcript of Records

Students records are issued upon written request of the student or of the appropriate institution. A minimum transcript fee is charged for handling of the records. Extra fees may be charged for additional attachments. Documentary stamps at P15.00 are required for every release of transcript records. Transcripts are released only when a student has filed a university clearance with the University Registrar and has paid the above fees to the Business and Finance Office.

Honorable Dismissal

On written request, the Registrar may issue a transfer credential (honorable dismissal) to a student. The credential indicates that the student is in good standing when he/she leaves the university.

VIII. UNIVERSITY REGULATIONS AND DISCIPLINARY PROCEDURES

Silliman University believes that student behavior and conduct is developed by example, counseling, guidance, and obedience to university policies and regulations. Rules are designed primarily to achieve the educational mission of the university and to promote health, safety and security of the members of the Silliman community.

Members of the University community are expected to observe honest conduct and professional demeanor. Violations of the standards of academic conduct and University policies and regulations are reported to and acted upon by the staff/faculty member, Department Chairperson, College/School Dean, or Dean of Students.

Section 1 - LIBRARY RULES AND REGULATIONS

Conduct

1. Entrance and Exit. Every student entering the Library is required to present his/her identification card to the Control Officer or duty at the entrance and to deposit his/her bags, large envelopes and folders, portfolios, etc. at the Courtesy Counter. Further, upon leaving the Library, every student is expected to present his or her things for inspection.
2. Proper Attire. Students entering the Library are expected to be properly attired in accordance with the dictates of good taste and decency.
3. Silence. Students should, at all times, observe maximum silence in the Library.
4. Order and Cleanliness. Students should push their chairs quietly against the tables after using and should use the trash cans in disposing of waste papers and others.
5. Eating and Smoking. Smoking and eating are not allowed in the Library.
6. Mutilation and Vandalism. No student is allowed to clip or otherwise mutilate any book, magazine or newspaper in the Library. Anyone found violating this rule shall be made to pay a sum equal to the full value of the material mutilated and shall forfeit all library privileges for two months. If the material clipped is returned, the said rule still applies. Likewise, anyone found

writing on posters, notices, or making marks or carving on tables, chairs and walls shall be made to pay the total cost of the damage.

7. **Stealing Library Property.** Anybody caught stealing any library property will be reported to the University Disciplinary Board with a copy of the report to be given to the Dean of the College and the Department where the student belongs. The immediate penalty for this offense is suspension of all library privileges for the rest of the current semester for college students, and for the rest of current year for high school students and elementary school pupils.
8. **Hiding Books.** A student found or caught hiding or intentionally misplacing books from any section will be sent a written warning by the University Librarian. A copy will be furnished to the Office of Student Affairs, the College Dean, and the Department Chair during the first offense. For the succeeding offenses, his/her library privileges will be suspended for one month.
9. **At the Control Section.** No one is allowed to stand by at the Control Section desk. To give sufficient warning to the library users to be ready for closing time, the library buzzers are simultaneously sounded thrice at five-minute intervals at fifteen minutes before closing time.
10. **On Identification Cards.** Identification cards are non-transferable. Identification cards that are not validated for the current semester shall not be honored. A student caught allowing his/her ID to be used by another person may be subject to the following:
 - Both the owner and the borrower shall be charged a fine of P200.00 and his/her borrowing privileges including the use of the Cyber Library facilities shall be suspended for one month. This is in the case of a Silliman student lending his/her card of another fellow student.
 - The owner shall be charged a fine of Ps500.00 for the offense and his/her borrowing privileges including the use of the Cyber Library facilities shall be suspended for two (2) months, in the case of a Silliman student lending his/her ID card to a non-Silliman student.

Note: In both cases (a & b), the Office of Student Services, the College Dean and the Department Chair of the unit where the student belongs shall be properly informed.

Circulation, Fines and Losses

Circulation Books

Graduate and undergraduate students are allowed to check out ten (10) circulation books for two weeks at any given time, renewable for the same period.

Overdue Materials

a. **Charges.** If books and other library materials are not returned on the specified due date, recall notices will be sent to effect return of said materials. In this case, fine shall be computed until such time the book is returned or declared lost. Schedule of rates for overdue fines is as follows:

Circulation Books	Students	Php1.00 per day per book
Reserve Books	Students	Php2.00 per book for the first hour
	and	Php1.00 per book for the succeeding hours.

(A fraction is considered an hour.)

Lost Library Materials

- a. **Charges.** When a book is lost, the borrower is charged the current list price of the book plus the fines up to the time the loss was reported, plus the processing fee to defray the expenses for ordering and processing. A replacement, however, is preferred provided the book is in equally good condition and is an exact copy of the one lost. At the same time, the borrower shall be charged the processing fee and the computed fines up to the time the loss shall be reported.

- b. Refund. The payment for a book reported lost shall be refunded if said book is found or returned within six months, following these specified rates: 75% if book is returned within the first three months; 50% if returned within the last three months provided that the book is still in good condition.

Use of the Discussion Room

In order a group to be allowed to use the discussion room, it shall be composed of at least five students. Requests for the use of the discussion room are to be made with the Circulation Section Librarian.

1. The use of the discussion room is limited to only one hour. However, the group may request for extension, provided that there is no standing request for the next hour.
2. The key to the discussion room is available at the Circulation Desk. Only the Circulation Section staff on duty is authorized to open the discussion room.
3. Eating and smoking are not allowed in the discussion room.

Use of Laptops and Cellular Phones

1. Students who will use laptops inside the Library may use the Discussion Room 2 and the area along the windows of the southern portion of the Circulation Stacks.
2. Laptop users who wish to use Discussion Room 2 shall log in at the Circulation Section.
3. Laptop users occupying the said room shall only be allowed for one hour use. They may be allowed to extend if there are no pending requests.
4. Single users may be allowed to use the general reading area, provided their laptops are battery-operated and that no other students will mill around.
5. The clientele of ASRC, KDC Filipiniana, Reference, Periodicals, and Reserve/Graduate Collection, including those of the branch libraries can use their laptops in the respective designated areas of the said sections or branch libraries.
6. Personal cellular phones are to be set on silent mode when one is inside the library premises. Specific areas have been designated for cellular phone calls within the library building. Charging of personal cellular phones, using any of the library electrical outlets is strictly not allowed.

Use of the Knowledge for Development Center (KDC) and the American Studies Resource Center (ASRC)

1. The resources and facilities of these two centers are not only open to Silliman students, alumni, faculty, and staff, but also to the general public free of charge.
2. Silliman students are required to present their identification cards every time they use the Center's resources and facilities.
3. Every user is required to deposit his/her things, except valuables at the Courtesy Counter in the Control Section.
4. He/She is required to fill out a log-in form before using the KDC and ASRC resources and facilities.
5. All materials are for room use only.
6. Requests for photo-duplication of materials done by phone, e-mail, or postal mail, will be charged the photocopying and mailing costs, including a service fee P100.00 which must be paid in advance.
7. Cyber Library policies shall apply to the respective internet facilities of ASRC and KDC. As provided for in the Cyber library policies, computers for internet access can be used for forty (40) minutes but may be extended for as long as there is no standing requests to use the same.
8. The internet facilities are strictly for research use only, hence chatting is not allowed and, will be available on a first-come first-serve basis.

KDC and ASRC service hours are as follows:

Monday-Friday
8:00 a.m.-12:00 noon
2:00 p.m.-6:00 p.m.
Saturday
8:00 a.m.-12:00 noon
2:00 p.m.-5:00 p.m.
Sunday
2:00 p.m.-5:00 p.m.

Use of CD-ROM, Mini-Multimedia Center, CD-Writing and Micro-printing Facilities

A. CD-ROM/DVD-ROM Facility

1. Only bonafide students of Silliman University are allowed to use the CD-ROM/DVD-ROM facility.
2. Only one user will be permitted to use a computer unit at a time who will be allowed to use said facility for thirty (30) minutes, but maybe allowed to extend until printing is done.
3. For security reasons, using personal CD-ROM/DVVD-ROM is not allowed.
4. Printing should only be done directly from the CD-ROM/DVD-ROM format. A minimal cost is charge for printing.
5. Users caught changing computer settings will be subjected to disciplinary action which is generally suspension of library privileges for one month plus P500.00 penalty.

B. Multimedia Equipment and Resources

1. Request of students for the use of A-V equipment, such as television, VCD and VHS players, audio-cassette records and multimedia materials shall be class-related and necessitates a written note from the teacher concerned.
2. The user shall be limited to small group viewing/listening with a maximum of five persons at a time.
3. Personal video tapes/CD and DVDs maybe allowed to be shown/played only for class-related purposes, but the viewer(s)/listener(s) should secure a note from the teacher concerned.
4. A micro printer is available to view library resources in microfiche and microfilm formats.
5. A minimal amount is charge for every copy printed.
6. The library offers CD-writing services. It charges a minimal fee for every CD burned or written, exclusive of the blank CD. However, writing or burning using Library CD-ROMS for personal purpose is generally not allowed.

Use of the Cyber Library

1. Only bonafide students, faculty and staff of Silliman University are allowed to use the facility. Alumni and university guests who want to avail of the facility need to get authorization from the University Librarian consistent with University Library rules.
2. In consonance with the Internet Code of Conduct and other polices of the University, use of the Internet must be in support if education and research.
3. The "No ID, No Use" policy shall be strictly implemented. Only current and duly validated IDs shall be honored.
4. To avail of the Internet services, a prospective user shall register at the designated log in station.
5. Students are allowed 40 minutes at a time to browse/surf the Internet for free. They may be allowed to go beyond 40 minutes if there are no other users waiting of if they are downloading a site/file, provided that they shall immediately vacate the workstation once they are through.
6. Use of the facility is on a first-come, first-serve basis.

7. Faculty and staff members follow the same guidelines as that of the students except that their use has no time limit.
8. Alumni may be allowed too use the facility of the University Library provided they have an alumni ID and are willing to pay Php60/hour of use or a fraction thereof. Otherwise, a special library fee of P300.00 per semester plus P200.00 shall be charge for the use of the Cyber Library. The same rules and guidelines for students, faculty and staff shall also apply to alumni.
9. Outsiders (not students, faculty, staff, nor alumni of Silliman) are allowed to use the Cyber Library facility during summer terms only.
10. Block time is allowed in seminar-related activities, however, this type of activity should be cleared at least one week before the actual use with the Cyber Library Supervisor and approved by the University Librarian. Seminar participants shall be charge P60.00per hour per workstation as well as overtime pay of the staff.
11. Encoding projects, letters, assignments, reports and term papers are strictly not allowed.
12. Printing and downloading services are available only at the Supervisor's terminal.
 - a. Printing charges are at Ps3.00 per sheet for short and long size papers.
 - b. Disks are available at the Supervisor's desk at minimal cost.
 - c. To prevent computer viruses from affecting the system, diskettes shall be thoroughly virus scanned by the Cyber Library Supervisor.
 - d. Charges and fees are subject to change following the results of periodic review and consultation with concerned parties.
13. Only one (1) person is allowed per computer/workstation.
14. Loud conversations are not allowed. Courtesy to the other users is required.
15. Eating or bringing food inside the Cyber Library id not allowed.
16. Misuse of the computer or software, stealing of computer peripherals and office supplies are strictly prohibited.
17. The Cyber Library administration reserved the right to restrict or terminate Internet access at any time to prevent unauthorized activity. It has also the right to monitor activity in any form that it sees fit in order to maintain the integrity of the system.
18. Consequences or violating these policies and procedures shall include, but not limited to:
 - a. Suspension of internet access
 - b. Revocation of internet access
 - c. School suspension
 - d. School expulsion
 - e. Legal action and prosecution by the authorities
19. Such other policies, guidelines, rules and procedures of the University Library and those of the University as a whole which are applicable to the Cyber Library's policies and procedures.

Internet Code of Conduct

All users of the Internet resources are expected to use them in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the rules and regulations of the University providing these resources. The Internet Code of Conduct indicates some prohibitions and sanctions for certain violations:

Prohibitions include, but are not limited to the following:

- Sending or displaying of offensive messages or pictures (e.g., pornographic materials) and intentionally downloading/receiving pornographic materials
- Using obscene language or profanity
- Harassing, insulting or attacking others
- Engaging in promoting violence
- Engaging in racial, gender or other slurs

- Receiving or transmitting information pertaining to dangerous instrumentalities (e.g. bombs, explosive devices)
- Damaging computers and/or modifying and damaging computer systems or computer networks
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing chat servers (unless authorized by the administrator)
- Utilizing the facility and network in a way that would put the University in a bad light.

Sanctions for violations of the Internet Code of Conduct are found in item No. 18 under Use of the Cyber Library.

Section 2 – FIELD TRIPS

Education Tours and Field Trips

Introduction

An academic field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus at which the course is regularly taught. For courses that, for special purposes such as field research, are regularly taught outside of a classroom or at locations away from campus, these same recommended practices apply.

It is initiated by the instructor as a regularly scheduled part of the class work. It should be clearly stated in the course syllabus. If it is necessary to schedule these trips at times when the student has other regularly scheduled classes, excuses may be granted from these classes provided regulations have been complied with. It is of course understood that the student make up for any work missed.

Rules and Regulations

The College Dean or Principal shall have supervision and control over all field trips and shall keep a calendar thereof. He/She has the prerogative to evaluate the relevance of the field trip to learning.

Educational Criteria

When planning a field trip, the teacher-in-charge, in consultation with the College dean or Principal, must ensure the following:

- It has curricular relevance for the group of students concerned.
- It has specific academic objectives as approved and endorsed by the Department head and have been clearly defined, including pre-planning, follow-up activities and evaluation, where applicable.
- It has educational value in relation to the energy, effort, time and travel required by the program or activities.
- The educational objectives are clearly communicated to the parents of the students involved.

Field Trip Guidelines

- Expenses (transportation, accommodation and meal arrangement included) should not unduly tax the students' parents. Expenses for students should be limited to transportation, board and lodging, plus a 10% contingency fund;
- Safety with respect to transportation and the peace and order situation in the place to be visited must be ensured;
- Trip should be limited to three class days, preferably on weekends. Field trips for the entire semester should be scheduled at the beginning of the semester and distributed evenly throughout the term;
- There must be adequate number of chaperones and/or guidance for the number of students involved who shall be with the students at all times for the duration of the trip; one (1) chaperone for every section of 35 students within Negros Oriental and one (1) chaperone for every 25 students outside Negros Oriental. Advisers and chaperones must be full-time faculty/staff member of the University;
- Written prior approval or invitation of companies and institutions to be visited must be secured.
- Permits from parents shall be submitted together with the application. Permit forms must be submitted to the Student Organizations and Activities Division (SOAD) or Office of Student Services (OSS) not later than one (1) week before the scheduled trip. Permits shall include the following information:
 - Nature of the field trip
 - Duration of the field trip
 - Itinerary
 - Student's contribution
 - Name, signature and contact number of the teacher in charge.
- Trips to Manila are highly discouraged because of the expenses involved. As much as practicable, destination of field trips should be near the University to minimize cost. Suggested destinations: Cebu, Cagayan de Oro, Iligan or Bacolod.
- Chaperon expenses must not be charged to the students.
- Only travel agencies accredited by the University and the Department of Tourism are allowed to bid for class field trips outside Negros Oriental. Bidding is required for such field trips.
- It shall be unlawful for a University employee to personally profit from the field trips. An employee who violates this provision may be terminated for grave misconduct.
- Each student participant must submit a report to the adviser after the field trip. The adviser shall make a report to the Dean.
- Field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.
- The VPAA shall give the final approval for the filed trips. Any field trip without approval from the VPAA is deemed unauthorized.

Duties and Responsibilities of Instructors

- All required academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. This information must be published in the web page of the College or Department concerned in the SU website. If an unforeseen educational opportunity arises later in the term, as soon as possible the faculty member should discuss it with the class.
- In the first class of the semester, the faculty member must discuss with students in appropriate detail any risks associated with the activity of the field trip, expectations for behavior during the trip and, relevant emergency preparedness information. Such a discussion must be repeated no

less than a week in advance of the trip. Final clearance of the said details shall be approved by the Dean or Principal.

- Only full-time faculty members may accompany all academic field trips. Health and Safety shall be given the highest priority for students and staff when planning and participating in Field Trips. Final clearance on the safety shall be approved by the OSS.
- Whenever practical, the site of the academic field trip should be visited in advance by the instructor, or an appropriate University official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
- No later than three (3) weeks from the trip, the faculty member must provide the VPAA, OSA, and VPFA with complete information about the date, duration, location, and transportation plan for each academic field trip. The faculty member must also provide these same offices a roster of the names of all participating students, along with the names and cell phone numbers of all faculty or other University affiliates who are accompanying the students.
- Notification of the proposed field trip should be made to the Dean at least three (3) weeks in advance so that it may be cleared with the other teachers.
- The field trip shall be optional to students in the class. For students who cannot join the field trip, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.
- A contract may be required for the use of facilities or the procurement of other goods or services. If a faculty member is asked to sign a contract, the contract needs to be reviewed by the VPFA and Legal Counsel.
- After every field trip, the faculty in charge should report to the Dean the following:
 - Log of the field trip
 - The attainment of the objectives and other learning benefits
 - The accounting of the expenses incurred
 - Other advantages accomplished which would not have been attained had the trip not been held
 - Instances of breach of discipline and other untoward conduct of any participant of the field trip and measures taken
 - Such other matters as the faculty in charge may deem necessary to be included in the report.

Guidelines for Students

- Students participating in academic field trips are expected to conform to the same standards of behavior as published in the University Manual/Student Handbook. Any violation of the undergraduate regulations laws may result in disciplinary action or sanctions by the University.
- Students who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.
- Students must submit a medical clearance issued by the University Clinic as required under CHED Memorandum Order No. 17, Series of 2012.

Transportation

- Whenever possible, chartered buses or University-owned vehicles should be used for transportation on an academic field trip. Public transportation (e.g., regularly scheduled airplanes or buses) is also an appropriate means of transportation for an academic field trip. It is recommended that to the extent possible, privately owned vehicles shall not be used for transporting students on academic field trips.
- The use of transportation provided by the University for the field trip is strongly urged. Anyone who chooses to take alternative transportation does so at their own risk.
- If a privately owned vehicle is used for transportation, the following requirements must be met:

- a. The vehicle must be insured for liability;
 - b. The vehicle must be current on registration and all maintenance;
 - c. If the vehicle is owned by someone other than the driver, the owner must give permission for its use;
- Students are not to transport other students.
- All drivers must meet the following requirements:
 - a. Driver must have a Professional Driver's License;
 - b. Driver must have an acceptable driving record, which consists of:
 - 1. No more than one violation in the past two years
 - 2. No violations more serious than a speeding ticket or failure to obey traffic control
 - 3. No at fault accidents in the past two years
- If a University-owned vehicle is used for an academic field trip, that vehicle is insured by the University for liability and physical damage.
- A commercially rented vehicle must be insured for liability and physical damage and must be secured from a company approved by the University.
- Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

Liability

The University shall be primarily responsible for duly-approved and authorized educational field trips subject to exceptions provided by law.

Payments

Payments for all field trip related activities including cost of transportation, accommodations, entrance fees and the like shall be coursed through the Utzurum Business and Finance Office. A violation of this provision may constitute grave misconduct punishable by termination.

Checklist of Requirements

- The written approval from parents/guardians of the students going on field trips should be filed with the Dean's Office before departure.
- Clearance from Business and Finance regarding school obligations.
- Medical clearance issued by the University Clinic.
- The faculty member in charge of the trip is expected to brief the group before departure. Besides the academic objectives of the trip, students should also be oriented in such matters as:
- Behavior during the trip, especially while visiting homes, offices, companies or institutions;
- All students should be in their respective quarters or rooms after dinner time.
- After every field trip, the faculty member in charge should report to the Dean with the following particulars:
 - Log of the field trip
 - Attainment of the objectives and other learning benefits
 - Justification of costs
 - Other related accomplishments which were not in the schedule/program/objectives of the field trip
 - Instances of breach of discipline and other untoward conduct by any participant of the trip.

The Dean of the Office of Student Services (OSS) has the right to disapprove the class fieldtrip if the rules and regulations are not strictly observed.

This policy shall be subject to CHED Memorandum Order No. 17, Series of 2012, otherwise known as “Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students.”

Failure by University personnel to comply with this policy endangers the life and well-being students. As such, it constitutes grave misconduct which carries with it a penalty of termination from employment in the University.

Extra-Curricular Organizations Off-Campus Activities

Co-Curricular organizations include all course-related and college-based organizations. Extra-curricular organizations include student organizations like fraternities, sororities, and regional based associations.

All off-campus activities (such as but not limited to IPR, acquaintance, group outings/parties, trainings, workshops and performances) should be based on proposed programs of the organization/group and consistent with the goals and objectives which must be submitted at the start of the Semester to OSS.

Guidelines

- A copy of the approved minutes signed by the Secretary and the President/Chairperson/Adviser which includes the venue, date, and time of the activity must be attached to the off-campus permit application, including the completed parents’ consent forms.
- The activity must be endorsed by the organization/group adviser and approved by the dean of the college or OSA.
- Advisers and chaperones must be full-time faculty/staff member of the University. The advisers and chaperones must commit to attend the activity from the assembly until the culmination or return to the campus. Failure of the advisers and chaperones to attend is subject to appropriate disciplinary action.
- As much as possible, the venue must be within the Metro Dumaguete area.
- Activities outside of Metro Dumaguete which represent the university must have prior written approval of the VPAA.
- The activity must be submitted to the Student Organizations and Activities Division (SOAD) office at least one (1) week prior to the scheduled date/s.
- The faculty adviser in charge of the activity shall submit a budget of expenses for the activity to SOAD.
- Any contribution by attending students, faculty or staff must be coursed through the Utzurum Business & Finance Center.
- Accomplishment Report should be submitted to the Dean of Office of Student Affairs (OSS).
- Activities that do not comply with the foregoing are unauthorized activities and shall free the University from all liabilities. In this case, the organizers and/or students themselves shall bear all liability.

Procedure for Processing of Activity Permit for Major Off-campus Trips

Brief Rationale

Part of Silliman pedagogy is to expose its students to actual application of theories and concepts as well as let them personally appreciate and experience course-related sites and events. Likewise, students are encouraged to participate in athletics, cultural affairs and other invitational competitions as part of their holistic development. Thus, students are allowed to go out of campus to experience all these.

However, the university is not remiss of its responsibility towards the welfare of its students hence; certain protocol has to be observed before off-campus trips are allowed; especially because the students will also be exposed to risks from fortuitous events and activity related misfortunes.

This policy is applicable to educational trips, invitational games, competitions, cultural performances.

STEP 1: Faculty Adviser, Team Adviser requests for approval of permit

Educational Trips

Requirements/Attachments:

- Curriculum/Syllabus – justifying that the trip is a requirement
- Letters of approval or invitation of companies and institutions to visit
- Duly accomplished educational tour checklist based on university guidelines – checklist is attached to the activity permit form released by SOAD
- Financial statement reflecting cost to students and cost to university
- Students' written concurrence
- Parent's consent
- Medical Certificate – honored for one semester only
- Contact number of faculty adviser and chaperones while on trip (names and contact numbers must be clearly printed on the permit form)

Faculty member in charge of the trip is expected to brief participants before the trip on precautionary measures as well as risk assessment procedures; and corollary thereto, do a debriefing upon return which shall include among others, reflection on the learning experience duly documented in a learning journal (journals shall be filed with the respective departments – may be used for accreditation purposes)

Invitational Games/Competitions/Cultural Performances

Requirements/Attachments:

- Invitation Letter
- Financial statement reflecting cost to students and cost to university
- Students' written concurrence
- Parent's Consent

STEP 2: Endorsement by Chairperson

Educational Trips

- Chairperson confirms all necessary attachments and approves adequacy of chaperonage
- Chairperson confirms that SOAD has been notified of the trip prior to the start of the semester; such information having been communicated also to the CHEDRO.

Invitational Games/Competitions/Cultural Performances

- Chairperson confirms team composition (including chaperonage) and validity of the invitation or event

STEP 3: Approval by College Dean, Academic Unit Director Athletics Director, Cultural Affairs Director

Educational Trips

- Dean/Director confirms the academic relevance of the trip
- Questions on the academic relevance or irregularities in the university policy may be elevated to the office of the VPAA

Invitational Games/Competitions/Cultural Performances

- Director confirms institutional bearing of the event participation

STEP 4: Approval by Dean of Students

- Dean of students ascertains all necessary requirements for university sanctioned trip have been duly complied with
- Dean of students determines state of security of the trip destination as well as safety in the course of travel
- In case of DISAPPROVAL, Dean of students refers back the permit to the respective dean/director stating reasons for disapproving
- Preliminary Undertaking: At start of every school year, dean of students coordinates with the Alumni and External Affairs Office Director for contact details of officers of Alumni Chapters of trip destination(s), as itemized in the information communicated to CHEDRO, for institutional coordination in case of emergency situations

STEP 5: Endorsement by Alumni and External Affairs Office Director

Director endorses permit after alerting the respective alumni chapter officers of the rescheduled trip

STEP 6: Approval by VPFA

Educational Trips

- Office of the VPFA clears student participants regarding school financial obligations
- Trip is bid-out to service providers/travel agencies

Travel agencies are required to submit an accident/calamity/hospitalization/security protocol for any untoward incidents that may happen, especially that a section of the bid document is a provision on travel insurance; this protocol shall be a determining factor for the approval of the bid

Invitational Games/Competitions/Cultural Performances

- Office of the VPFA clears trip based on financial viability as may be incurred by university

STEP 7: Trip is logged and deemed as University Sanctioned

When requirements are already in order and all procedures have been complied with, the trip is deemed approved and recorded

Section 3 - RULES AND REGULATIONS ON STUDENT ACTIVITIES

Activities Calendar

The Activities Calendar was devised for the purpose of keeping a record of all activities sponsored by Silliman University students, faculty, and campus organizations, whether on or off-campus. The Activities Calendar also contains all activities held on campus by non- Silliman University groups. The record is kept so that these activities may be properly spaced; rooms and equipment as needed are provided and available; and the events may be given the appropriate publicity through the Silliman website, the Weekly Sillimanian, and posters.

The Activities Calendar is kept in the Student Organizations and Activities Division of the Office of Student Services, and final arrangements for holding any activity or series of activities are made there.

Scheduling of Activities

The Student Organizations and activities Division reviews the program of the student organization reserving a date or a number of dates. All planned activities of registered campus organizations are expected to be scheduled in the Activities Calendar at least two weeks in advance. These include benefit activities, programs, and contests, formal and informal dances. Other activities should be scheduled at least one week in advance. These picnics, excursions, service projects, etc.

Recognized student organizations are entitled to protected dates. Protected dates are dates in the Activities Calendar reserved exclusively for a certain organization or dates when student activities are not allowed. Protection will be granted on the basis of the nature of the program and the degree of student involvement.

A long-range protected reservation is tentative and must be reconfirmed by the entity two weeks before the activity; otherwise the date will be made available to other groups.

Requests should be made in writing. Reservations for protected dates will be on a first-come, first-served basis, except when the date proposed coincides with the date of an important University-wide activity, in which case the latter takes precedence.

Weekends scheduled for University or special church programs, the week before and during the final examinations, are protected.

Processing of Permits for Activities

All activities sponsored by registered student organizations shall have the place, date, and chaperon approved in advance by the Student Organizations and Activities Division. CSO member organizations should first submit their application to the CSO for recommendation before submitting it to the SOAD for approval. Application forms to hold an activity are available at the SOAD and the CSO offices.

It is expected of all registered student organizations to assign one member, preferably the president or secretary, to prepare and follow up applications to hold activities. Applications to hold activities should be submitted to the SOAD not later than one (1) week before the scheduled activity. Exceptions to accepted procedure are referred to the Dean of Students.

Student groups are required to observe the following in securing permits for activities held inside and outside the campus:

- Secure an application form in quadruplicate at the SOAD.
- The form should be signed by the following persons: president and adviser of the group or organization; dean/principal of the college/ school; person in charge of the activity or place/ building, chaperons; and the SUSG-ComSO, if a CSO member organization.
- Submit the form to the SOAD office for approval. For off-campus and fund-raising activities, submit the form to the SOAD office for endorsement, to the VPAA and to the Office of the President for final approval.
- If the application is approved, furnish one copy to the SOAD office, one for the SUSG-ComSO, one of the University Security Office, and one for the organization.

Cancellation of Scheduled Activities

If plans of an organization change and the activity is not held as scheduled, the group should notify the Student Organizations and Activities Division of the change at once, so that the activity may be cancelled on the Activities Calendar and made available for another group.

Picnics, Excursions and Delegations

Sunday picnickers are permitted to leave the campus only after the second morning worship service and must return to the campus not later than 5:00 p.m.

There should be one chaperon for every thirty-five students or a major fraction thereof. Class/ group advisers are not considered chaperons.

All University students who wish to join a university delegation must secure written permission from the matron or a person in charge of the university dormitory if they are campus residents or from their parents or guardians, if interns, to be submitted together with the insurance and the permit of the activity. In case of the interns, the permission to be granted by the dormitory matron or manager will be based on their parents' specific instructions as expressed in the questionnaires mailed to the parents by the dormitory management at the start of the school year. Hence, if there are no such questionnaires duly answered and signed by the students' parents, written permission from the home will still be required only for off-campus trips or activity.

Members of athletic teams, if minors, must comply with this requirement in order to qualify for participation in athletic meets.

Dances and Parties

The following rules apply to all dances held by any college, unit or entity of the university and to any parties and off-campus initiated or sponsored by students of the University.

- All social affairs must be scheduled with the SOAD office at least one week before the affairs is to be held.
- The head of the entity sponsoring the dance, chaperonages, finances, and compliance with other regulations must be included.
- No permission shall be granted unless the dean or adviser signifies that such meeting will be held. By such signification, it shall be understood that the dean/ adviser/ commandant in the case of CAT or ROTC unit shall be present in the affair and shall further assume responsibility for the conduct of the said affair.

Formal Dances

- Formal dances or formal social affairs in any approved hall or home with more than 30 persons in attendance may be sponsored or held by a college, or any duly registered campus organization.
- Each college or school organization is allowed one formal dance in a school year. This includes the CAT or ROTC units. Colleges may combine in holding such dances.
- These dances are usually held on a night before a holiday or on a weekend night when there are no classes or University activity the following day, in an approved hall or residence. No dances, however, will be allowed within two weeks before the close of the semester.
- No student may be compelled to contribute any amount if he cannot afford the same or does not want to attend the activity. Any violation of the spirit of this understanding may result in the forfeiture of future privileges of the college or entity responsible.
- No contract of agreement involving financial obligation shall be entered into without consent of the college or ROTC or CAT commandant or the organization adviser and the University comptroller or his representative. In no case should a contract be executed prior to approval of the holding of the said activity by the SOAD.
- A careful accounting of income and expenses (or receipts and disbursements) should be made in accordance with accounting procedures prescribed by the Student Affairs Committee.

Informal Dances

Informal dances are informal social gatherings where the program is mainly dancing, with no more than 30 persons in attendance. It is understood that the adviser of the entity sponsoring the activity is present throughout such activities and should share the same responsibility with the officers and members for the proper conduct of the activity.

Parties

These are private informal activities in which dancing may also be held. Usually not more than 30 persons would be in attendance and these would be held in the home of a faculty or a friend who would be responsible for such activities. All large parties are expected to be held on Friday night or Saturday and the eve of a holiday.

Chaperonage

For formal and informal dances on campus, there shall be at least one faculty/ staff adviser of the entity sponsoring the activity. Every gentleman is expected to call for an escort his date to the dormitory after the activity.

When the social activity is held off-campus, another faculty/ staff member is required other than the adviser and the host and hostess who have formally signed up to take responsibility for the proper conduct of the activity.

All social activities held on campus should end not later than 11:45 p.m. to allow off-campus students and guests to leave the campus before the gate close. If the activity is held off-campus, dormitory residents are expected to leave the activity early enough to be on the campus before the gates close at 11:00 p.m., except upon the prior arrangement with the proper authorities.

The student inviting a non-Sillimanian will be held responsible for the latter's conduct during the activity. All students are expected to show courtesy and thoughtfulness for others and to maintain proper decorum during any social activity.

Section 4 - REGULATIONS ON STUDENT ORGANIZATIONS

Silliman provides its students with opportunities for the development and expression of skills through membership in student organizations. These vary from interest groups and course-related or professional societies/ organizations to service-oriented groups. These organizations provide valuable exposure to democratic action and opportunities for sharing experiences with persons of like interests.

Membership

- Only bonafide students are qualified to become members of student organizations. Advisorship in these organizations is limited to full-time faculty or staff members of the University.
- Elementary and high school students, college freshmen, and students on academic probation are not eligible to join any organization except class, dormitory, and/ are one interest group related to their field or study.
- A student cannot be a president or vice-president of more than one organization in addition to his class, dormitory, or interest groups.

- An officer of any organization should carry an academic load of not less than 12 units and should have a minimum cumulative grade point average of 2.5 (term QPA) which must be maintained during his term of office.
- A student under strict disciplinary or academic probation cannot be elected to any office.

Supervision and Coordination

The supervision and coordination of student organizations are undertaken by the Office of Student Organizations and Activities Division (SOAD). Appropriate penalties are imposed upon the officers or leaders of any organization who function without recognition or prior approval from the SOAD.

Recognition

The Student Affairs Committee holds meeting at the end of the registration period of each semester and decides on the recognition of each of the registered organizations.

Recognition of student organizations is held every semester and based upon semestral performance. Application forms and information on requirements for new and reapplying organizations are available at the SOAD office.

To be officially recognized, student organizations must meet the following criteria:

1. Uphold and preserve the ideals and traditions of the University as embodied in the University Statement of Aims and Purposes, in particular:
 - a. Service organizations must contribute to the welfare of the campus or community;
 - b. Interest groups must promote the development of an approved skill or creative interest;
 - c. Course-related groups must encourage scholarship and further academic interests and excellence in particular fields.
2. Promote academic excellence on the campus.
3. Develop campus-wide friendships and fellowships that transcend race or region.
4. Comply with the semestral and other requirements of the Student Organizations and Activities Division.

College, class or dormitory organizations are not considered for recognition.

Religious-oriented organizations shall eligible for registration in addition to the above mentioned criteria. Official recognition shall be given to organizations:

1. That, in a Protestant University, shall embody the Christian principles and adherence to the ecumenical interpretation of faith as propagated by the World Council of Churches;
2. That are officially recognized and related to the National Council of Churches in the Philippines (NCCP).

After thorough examination of the constitution and by-laws, list of officers and members, and program of activities, using the above qualifications, the organization shall then be endorsed by the University Religious Life Council (URLC) to the SOAD for official recognition.

Existing religious organizations that are officially recognized and have been part of the campus spiritual life in the past are granted registration without undergoing the process of recognition. However, the programs and activities of the organizations are still subject to review and appraisal by the URLC and the SOAD. The following organizations are on active status and are granted the exemption:

- Campus Crusade for Christ
- Young Life Philippines
- Student Alliance Lay Movement of the Philippines
- Inter-Varsity Christian Youth Fellowship
- Christian in Action
- St. Thomas Moore Guild

Privileges

- a. To hold social functions and other activities during the semester;
- b. To compete for awards given to organizations which have contributed most to campus life during the year;
- c. To be included in the list of organizations in the Student Handbook or in other official University publications;
- d. To enjoy special rates for the use of University facilities and other privileges

Organizations which are not recognized or registered do not have the rights or privileges of registered organizations. The new and re-applying organizations may be allowed to function for one semester on a probationary basis.

Registration

Organizations must be registered within the first three weeks after the start of each semester. Only organizations registered with the SOAD may become members of the Council of Student Organizations (CSO).

Progress Reports

The president or head of every student organization is required to submit to the Student Organizations and Activities Division and SUSG-Committee on Student Organizations a written report on the progress of the organization's program at the end of every semester.

Financial Reports

Each organization is also required to submit two copies of a financial report of each activity that involves payments and/or contributions from non-members not later than one week after the date the activity is undertaken. A financial report covering all the organization's activities must be submitted in duplicate not later than three weeks before the final examinations during the first semester, and not later than three weeks before the student organizations' award day in the second semester. Failure of the organization to comply with this requirement may result in the withdrawal of recognition.

Initiation

Student organizations should conduct initiations in conformity with the Christian ideals of the University. Organizations are encouraged to emphasize service and productive work projects as part of initiation requirements. All forms of hazing are strictly forbidden. No form of physical punishment or indignity such as paddling is allowed. It is understood that no freshman students are eligible for initiation into fraternities/sororities or other service-oriented organizations.

All student organizations that intend to hold initiation for new members should submit to the SOAD and the Student Affairs Committee a full description of the entire initiation program and procedures with a list of neophytes, recruits or prospective members of the organization (See Requirements for the Conduct of Initiation or Acceptance Rites).

Each organization is allowed to hold only one ceremonial initiation rite, except when the number of neophytes, recruits or pledgees requires more. In no case should a neophyte, pledge or recruit undergo more than one ceremonial initiation.

All initiation sessions must be held on the campus proper. The adviser of the organization must be present at all initiation proceedings. In the final initiation program, two additional faculty or staff members of the University must be present in addition to the group advisers.

Members of fraternities shall not be permitted to participate in the initiation of sister of sororities or vice versa. In cases of organizations which have both male and female members, the male members shall not be allowed to initiate any of the female recruits, neophytes or pledgees, and female members shall not be allowed to initiate the male neophytes or recruits.

Each organization's set of officers, the advisers, and the University representatives are responsible for the physical welfare of every individual neophyte, recruit or pledge, as well as for the regular members of the organization.

The whole initiation period should last no longer than three days.

All initiation expenses should be kept within reasonable limits, bearing in mind the capacity of each recruit, neophyte or pledge.

Any violation of these rules and regulations shall constitute grounds for the immediate suspension of the offending organization and disciplinary procedures for erring students.

Requirements for the Conduct of Initiation or Acceptance Rites

1. All duly recognized student organizations (except course-related organizations) are required to file a permit for initiation or acceptance rite at the Student Organizations and Activities Division office.
2. The initiation and acceptance rite permit must be processed and approved seven days before the conduct of such initiation or acceptance rite.
3. All forms of hazing that inflict physical harm to the recruit, neophyte, or applicant as defined under R.A. No. 8049 are strictly prohibited and are considered illegal.
4. The following are the requirements that must be submitted to the SOAD office for the initiation or acceptance rite:
 - a.) Approved initiation or acceptance rite permit.
 - b.) A written notice of initiation or acceptance activities of the recruit, neophyte, or applicant, which includes detailed programs and schedules of the initiation or acceptance rite. Initiation or acceptance activities shall not exceed three (3) days.
 - c.) The specific venue of the initiation or acceptance activities.
 - d.) A complete list of all recruits, neophytes, or applicants and their corresponding application forms.
 - e.) A list of the two (2) University representatives excluding the organization's advisers, approved, approved by the SOAD office and the organization.
5. The University representatives, the organization's advisers, and the organization's president shall submit a complete list of newly accepted recruits, neophytes, or applicants not later than three days after the activity.
6. Only the names of the newly accepted recruits, neophytes, or applicants duly certified by the University representatives shall be recognized and registered by the organization and the SOAD office.
7. Violation of the guidelines shall be dealt severely.

Solicitation of Funds, Prizes and Sponsors

Only recognized organizations, with approval from the office of the University President, may be authorized to raise funds, solicit prizes, sponsors or patrons.

All applications for money-raising projects must be accompanied by a budget of expected income and expenses, as well as details of the purpose of holding the money-raising activity. Permission will be given only if the money to be raised is intended for a worthy cause. The SOAD will issue the necessary forms and will also give instructions on the proper keeping of the record. Tickets must be sold on a cash basis only.

Publicity on Campus

Student organizations are urged to use the University bulletin boards. Department and dormitory bulletin boards may not be used by the students unless permission is first secured from the department or dormitory concerned.

Unauthorized bulletin boards and billboards are not allowed on any campus property. Bulletin boards which are properly authorized may be set up in designated places in the University campus.

Posters on the University bulletin boards shall in no case exceed 16 inches by 11 inches (1 cartolina) in size. No poster shall be posted without the approval by the SOAD Office. Posters must be removed immediately after the termination of the announced activity by the organization sponsoring the activity. No posters or announcements may be posted on trees or walls on the campus. Any violation of the provisions shall cause the removal of the posters by authorized persons.

Announcements regarding activities of organizations must first be cleared with the SOAD office to ensure that these activities have been duly approved.

VIII. STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students and student organization enjoy the right to freely examine and discuss all issues of interest and to express opinions publicly or privately.
2. It is the responsibility of all students to obey all duly approved university policies, rules and regulations, and those of their respective colleges/ departments as well as local and national laws. Violations may result in a variety of sanctions.
3. It is expected that all students will strive to foster academic excellence and integrity both inside and outside the classrooms.
4. All students may participate in curricular and extra-curricular activities without being discriminated against on the basis of race, creed, national origin, religion, gender, age, disability, marital status, or sexual orientation.
5. Students may pursue educational, recreational, social, and cultural activities in an atmosphere that challenges and promotes their intellectual and personal growth and development.
6. Students have the right to seek personal, emotional, social, and academic counseling and guidance.
7. The students have the right to a university environment that is characterized by safety and order.
8. Students have the right to privacy. Students have the right to access their own scholastic, personal, and college records. Students have the right to examine, request for corrections of records which are inaccurate in the presence of a faculty or staff member. The University will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student.

9. Students have the right to assume responsibility or liability for their conduct and/ or behavior. Responsibility and liability rest with the students' inherent attributes as mature individuals and as members of the academic community.
10. Students have the right to inquire and discuss matters related to their study and their performance with their teachers. They have the right to be evaluated solely on the basis of their academic performance, not on the opinions or conduct in matters unrelated to academic standards. They have the right to be protected through established procedures against unfair academic evaluation.
11. The university shall handle disciplinary cases in a fair and most expeditious manner in accordance with the established procedure.
12. The authority to impose disciplinary measures involving suspension of more than 10% of the total academic days of the school year, dismissal, and expulsion upon the recommendation of the University Disciplinary Board (UDB) lies on the President of Silliman University.

Students subjected to disciplinary hearings have the following rights:

2. the right to be informed officially of the charges and his/her rights;
3. the right to notice of the time, date and place of hearing
4. the right to present witnesses and evidence;
5. the right to have an adviser;
6. the right to know the names and titles of the members of the University Disciplinary Board (UDB);
7. the right to know names of the complaint and other respondents if any, and to confront witnesses that testify against them.

Violations of Academic Rules and Standards

1. Cheating, which may include, but are not limited, to the following forms:
 - e. Looking at another's answers/works during examination;
 - f. Showing or disclosing answers during examination period;
 - g. Using notes, notebooks, or textbooks, audio or visual recording, or other materials which are not explicitly authorized by the professor for students use during the examination.
2. Plagiarism which is the act of taking ideas, writing the works from another and passing them off as one's own, or using the work of another without giving due credit to the source.
3. Other forms of intellectual dishonesty such as knowingly furnishing false information, distorting or omitting data that would provide the necessary and required information to the Registrar, the instructor/ teacher, university and college offices for any academic-related purposes.
4. Violations of academic conduct also relate to stolen tests, falsified records, vandalism of library, laboratory, and instruction materials, and breach of computer security.

Violation of University Policies and Regulations

Disciplinary sanctions are imposed for violations of university policies and regulations committed by students or student groups within and outside the campus, adversely affecting the reputation of the University or a student's status, which include, but are not limited to, the following:

Minor Offenses

- The possession and drinking of liquor and alcoholic beverages inside the campus.
- Intoxication within the university. Smoking, vaping, using e-cigarettes and related substances inside the campus and in all buildings owned and operated by Silliman University.
- Misuse of or tampering with the university's electrical system, telephone service, fire safety equipment and other security devices.
- Malicious dissemination of false reports, threats of fire, explosion or other emergency.

- Failure to comply with the lawful directions of the university officials including law enforcement or security officers, acting in good faith and in the performance of their duties.
- Unjustifiable or deliberate interference or disruption of the academic functions and university activities which tend to create disorder, breach of peace, or serious disturbance.

The following are considered offenses/violations under this provision:

- a. Disruption of regular classes, research, administration, disciplinary procedures and other institutional activities inside the classrooms or offices without the permission of those concerned.
- b. Disruption of co- and extra-curricular activities which include convocations, symposia, for a, and other cultural presentations or shows.
- c. Demonstrations or rallies accompanied by force, violence, and/ or coercion.
- d. Display or distribution of materials deemed offensive to public morals within the University.

Major Offenses

1. In case of second and subsequent violations of the same minor offense shall be considered a major offense.
2. Malicious damage, misuse, or theft of university or personal property.
3. Vandalism to university and property belonging to other persons.
4. Possession or use of firearms or deadly weapons, and dangerous chemicals of any kind or description.
5. Unauthorized possession of fireworks, explosives or other highly combustible, radioactive
6. Unauthorized entry to or use of any university building, office or private property within the campus.
7. Disregard and/or willful violation of established policies, rules, and regulations of the University.
8. Unauthorized solicitation, extraction, or collection of money, cheques, and other instruments with monetary equivalent in connection with matters pertaining to the University.
9. The sale, use, or possession of prohibited substances such as shabu, marijuana, and other illegal or regulated drugs or drug paraphernalia in violation of law or ordinance.
10. Violations of academic integrity such as, but not limited to:
 - a. Plagiarism
 - b. Forgery
 - c. Falsification
 - d. Fraudulent alteration, unauthorized access to, disclosure of, or use of any university document, record, or identification papers, including but not limited to, identification cards, electronic software, data, and records.
11. Assault, physical, electronic, or verbal abuse, intimidation, threats, harassment, coercion or other conduct that threaten or endanger the health, safety, and/or taint the moral and/or professional standing of any person.
12. Hazing or any practice by a group or individual that is contrary to the Anti-Hazing Law (Republic Act No. 8049). The consent of those hazed shall not be considered a defense.
13. Acts of immorality, including but not limited to:
 - a. Acts deemed offensive to public morals such as indecent or obscene conduct or behavior
 - b. Any act that is sexual in content, including but not limited to voyeurism, obscene phone calls or texting
 - c. Prostitution and solicitation of sexual favors
 - d. Exhibitionism resulting to public scandal
14. Sexually related crimes such as rape, acts of lasciviousness, seduction, corruption of minors, and minors, and statutory rape.

15. Sexually related crimes such as rape, acts of lasciviousness, seduction, corruption of minors, and minors, and statutory rape.
16. Sexual harassment as defined under the Anti-Sexual Harassment Law (Republic Act No. 7877)
17. Public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to discredit or cause the dishonor or contempt of any person.
18. Bullying as may be defined by the University Policy.
19. Any other act committed by students or student groups within or outside the campus, which in the judgment of the duly constituted bodies of the university adversely affect the reputation of the university or the status and/or safety of its students.

IX. DISCIPLINARY PROCEDURE AND DUE PROCESS

A. Any member of Silliman University and the community or the university itself may file a complaint or charge against a student.

B. The complaint or charge must be submitted in writing to the following office:

- Dean of Students
- Dean of College
- Department Chairperson
- Student Grievance Center
- Dormitory Manager; and
- Student Government

C. All complaints and grievances received from the abovementioned offices must be submitted to the College Dean concerned for initial processing and evaluation.

D. In cases where it involves minor offenses, academic violations, or the penalty is not suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, the aforementioned offices will submit the complaint or charge to the Office of the College or School Dean or Director where the student/s belongs for appropriate disciplinary action which includes but not limited to possible settlement or dispute/conflict resolution. The Office of Student Affairs must be furnished written information on all resolutions for record purposes.

E. Processing of disciplinary cases at the college or school level:

1. The Dean or Director will compose and appoint a college or School Discipline Committee of not less than five (5) but not more than seven (7) members of the faculty including the College or School Governor or President.
2. Upon receipt of the charge against a student, the Dean or Director or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible penalties. The student charged shall answer the complaint in writing, within (3) academic days from the time he/she receives the written notice of the complaint failure to answer may cause a declaration of default against the student in which case the complaint shall be decided by the Dean or Director or his/her representative on the basis of the evidence presented by the complainant.
3. Within five (5) academic days upon receipt of the answer, the Dean or Director or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge, whether the case can be elevated to the University Disciplinary Board, and/or if the charge can be disposed of administratively by agreement of the parties and the Dean or Director.

4. If reasonable grounds exist, the College or School Discipline Committee shall be convened to hear the case the soonest possible.
5. The hearing shall be conducted in accordance with the following procedure:
 - a. Parties will be given notice of hearing at least three (3) academic days prior to the hearing date.
 - b. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed.
 - c. The opportunity to present evidence and witnesses.
 - d. Notice of findings and sanctions imposed
6. Within five (5) academic days from the day the hearing is completed, the College or School Discipline Committee shall submit its decision to the Dean or the Director for recommendation. The Dean or Director shall then submit the recommendation within five (5) academic days to the Vice-President for Academic Affairs (VPAA) for approval. The VPAA will review the decision and render the same which affirms, denies, or modifies the recommendation within seven (7) academic days. The decision of the VPAA is final.

F. If the nature of the violation requires a penalty of suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, as may be recommended by the College Dean or Director, the case shall be elevated to the University Disciplinary Board. The complaint or the charge is submitted to the Office of the Dean of Students and the following procedure shall be followed:

1. Upon receipt of the charge against a student, the Dean of Students or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible resulting penalties. The student charged shall answer the complaint in writing, within (10) academic days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in which case the complaint shall be decided by the Dean of Students or his/her representative on the basis of the evidence presented by the complaint.
2. Within five (5) academic days upon receipt of the answer, the Dean of Students or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge and/or if the charge can be disposed of administratively by agreement of the parties and the Dean of Students.
3. If violation will result in suspension, dismissal, or expulsion, the case must be heard by the University Disciplinary Board.
4. Pending the proceedings before the University Disciplinary Board, the graduation of the student from Silliman University shall be held in abeyance.
5. While it is generally acknowledged that disciplinary proceedings in institutions of higher learning need not observe the same requirements of due process in courts of law, Silliman University ensures that the rudimentary requirements of due process are followed in all disciplinary cases, as required under Sec. 105 of the Manual of Regulations for Private Higher Education,. These are:
 - a. Notice of the nature and cause of the complainant or charge and of the possible penalties to the respondent student within a reasonable period of time. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause letter;
 - b. The opportunity to answer the complainant or charge within at least ten (10) academic days from receipt of the notice;
 - c. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed;
 - d. Notice of the time, place and date of hearing at least three (3) academic days in advance;
 - e. In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice;
 - f. The opportunity to present evidence and witnesses on his behalf;
 - g. Notice of findings and sanctions imposed;
 - h. The opportunity to appeal; and

7. If the student is found culpable for the offense charged, the punishment imposed should be commensurate with the nature and gravity of the offense.
6. The conduct of the hearing:
 - a. The parties will be introduced by the presiding member of the university Disciplinary Board (UDB);
 - b. The presiding member will state the charges against the student;
 - c. The student has the right to be accompanied by an adviser/ counsel. The adviser/ counsel will only advise the complainant or respondent during the hearing. The adviser/ counsel is not allowed to participate in the hearing unless invited to do so;
 - d. The student charged will plead responsible or not responsible;
 - e. The hearing will be closed to all who are not directly involved in the case;
 - f. Witnesses are subject to the cross- examination by the members of the University Disciplinary Board;
 - g. Witnesses are to be examined separately and will leave after testimony is taken;
 - h. Matters deemed confidential by the University Disciplinary Board should be accorded utmost confidentiality.
7. The University Disciplinary Board shall determine, on the basis of the clear and strong evidence presented whether the student is responsible of the complaint charged. In imposing sanctions, the Board may take into account the student's disciplinary record. The decision must be submitted to the University President within ten (10) academic days after the hearing is completed.
8. Decisions of the University Disciplinary Board (UDB) shall be automatically reviewed by the Vice-President for Academic Affairs (VPAA) except for dismissal and expulsion by the University President within seven (7) days from receipt of the decision, and the decision of the matter is final.
9. The decision of the University Disciplinary Board (UDB) shall be automatically reviewed by the University President when involving dismissal and expulsion within seven (7) academic days upon receipt of the decision. The decision of the matter is final.
10. In case of expulsion, the decision of the University President will be reviewed by the Commission on Higher Education (CHED).
11. Only the following grounds can be made as a basis for an appeal or review:
 - a. severity of the penalty
 - b. procedural error
 - c. new evidence
12. The student may appeal on the basis of the aforementioned grounds in writing to the University President within five (5) academic days from the receipt of the decision.
13. The University President will act on the student's appeal within ten (10) academic days upon receipt of the appeal. The University President may uphold or modify the decision of the UDB, or grant a rehearing of the issues raised in the appeal.

X. COMPOSITION OF THE UNIVERSITY DISCIPLINARY BOARD

The University Disciplinary Board shall be composed of the following:

1. Presiding Chairperson (appointed by the President)
2. Dean of Students or his/her representative,
3. Two (2) Members from the Dean's Conference, who are not from the college where the respondent belongs and appointed by the Vice-President for Academic Affairs).
4. One faculty member, preferably the chairman of the department to where the student belongs;
5. Dormitory manager or matron (if the student is a resident in the dormitory);
6. One student representative from the Student Government.
7. SUFA Representative (under existing Collective Bargain Agreement).

XI. CATEGORIES OF PENALTIES

Copies of the sanctions may be filed in the student's file at the Office of Student affairs, the Office of Admissions and Registrar, and at the student's academic college. The following sanctions may be imposed for violations of university rules and regulations:

Preventive/Immediate Suspension

A student may be preventively suspended from entering school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student of the pending investigation would cause sufficient distraction to the normal operations of the university, or would pose threat or danger to persons or property inside the university's premises. (Section 106, MORPHE)

The student under immediate suspension shall be entitled to a hearing within three (3) academic days upon receipt of the notice of suspension. The College or School Discipline Committee or the University Disciplinary Board shall recommend to the Dean or Director or Dean of Students whether the suspension be lifted or the suspension be continued until the resolution of the case.

Counseling

An inherent component of Silliman University's redemptive approach to discipline is the provision of COUNSELING to students from the start of the disciplinary process until its completion. This is to assist the student in his/her struggle to understand the consequences of his/her behaviour towards greater appreciation of the university's thrust for character building.

Warning

The student receives notice that he or she violated university rules and regulations and is warned that future violations by him/ her shall be dealt with more severely.

Probation

Students on disciplinary probation are not in good standing with the university for a period of time. Certain restrictions may accompany the probation status, such as disallowing membership in student organizations or participation in non-academic activities for the duration of the probation status. A subsequent violation of the university's rules and regulations, even if minor, may result in the suspension or expulsion of the student.

Loss of Privilege

Denial or loss of privilege including the use of University facilities for a specific period of time consistent with the violation committed.

Eviction

The sanction requires the students to be removed or evicted from the dormitory facilities and other University facilities. Application and fees inherent to the use of the facilities will not be refunded.

Restitution

The sanction requires the student to pay the university, persons or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

Educational Experience

The sanction is intended to create a constructive activity that is assigned to students as a redemptive sanction. It is designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future.

Suspension

The student is prohibited from attending classes or any event in the university and from being present in the campus during his or her period of suspension.

Dismissal or Non- readmission

The student is dismissed from the university and is never re-admitted thereto. However, he or she may still secure a certificate of honorable dismissal from the university. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated.

Exclusion

The name of the erring student will be excluded or dropped from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. (Section 106 (3), MORPHE)

Expulsion

This is a penalty wherein the university declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws. (Section 106 (4), MORPHE)

Other Sanctions

Other sanctions may be imposed at the direction of the University Disciplinary Board (UDB) such as restricting the movement of dormitory residents found to have violated dormitory or university regulations or campus and community services. Those who are responsible for acts of vandalism may be required to clean or restore the vandalized property to its former condition. Redemptive options of campus and community services in which the parents and guardians shall be made a party in the process to determine the most appropriate sanctions.

Repeated or aggravated violations of university regulations may result in suspension or dismissal or other more severe disciplinary measures.

Misconduct or violation of university rules by student organizations may include the revocation or denial of recognition or registration in addition to other appropriate sanctions which may likewise be imposed upon those committing misconduct or violations.

XII. ANTI-BULLYING POLICY

Silliman University promotes a zero-tolerance policy for any act of bullying and other forms of abuse on school property or at school-sponsored functions. All students are entitled to a safe and secure learning environment; bullying work against the achievement of that goal. Thus, all administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

It is the policy of the University to prohibit reprisal or retaliation against individuals who report acts of bullying or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation

Definition of Bullying

“Bullying” means intentional conduct, including verbal, physical, or written conduct that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or,
- threatening or seriously intimidating; and,
- occurs on school property, at a school activity or event, or on a school bus; or,
- substantially disrupts the orderly operation of a school.

Types and examples of bullying behavior may include but are not limited to:

- Physical – shoving, hitting, poking, tripping, knocking books out of a person’s hands;
- Verbal – name-calling, belittling, making unkind, suggestive or abusive remarks;
- Relational – shunning or excluding someone, spreading rumors, making false accusations, interfering in friendships;
- Property - vandalizing, theft;
- Initiation rituals – forcing someone to do something inappropriate, embarrassing or demeaning.

XIII. CRISIS PREVENTION AND RESPONSE POLICY AND PROTOCOL

Silliman University as an institution of higher learning is committed in ensuring the health, safety, security, and welfare of persons as well as protection of property in the campus. The protocol is intended to establish framework and guidelines for an immediate response to a declared emergency or crisis.

For purposes of this protocol, an emergency or crisis is defined as: “an urgent and/ or critical situation, temporary in nature, that threatens or causes harm to people or causes harm to individuals, the environment, university property or disrupts critical operations.”

Policy

In case of an emergency or a crisis, it is the policy of the University:

- To authorize and initiate timely and appropriate response from the Crisis Prevention and Response Team (CPRT) with the assistance of the University Security and Information Office,

Silliman University Medical Center Foundation, Inc., Dumaguete City, Philippine National police, City Fire Department, and other colleges/ departments/ units.

- To require all individuals in the university to fully cooperate coordinate with the CPRT upon the activation of emergency and crisis response.
- To establish and maintain a CPRT responsible to oversee the management of emergency or crisis procedures.
- To designate a CPRT Chairperson to be responsible for the administration of emergency or crisis prevention and response.
- To require all colleges and departments and other units/ offices to prepare appropriate emergency or crisis and crisis response plan.
- To authorize the CPRT to coordinate with the local authorities, such as the City Government of Dumaguete, Philippine National Police, City Fire Department, and other governmental and non-governmental agencies/ organizations I the event of widespread emergency or disaster.
- To establish necessary mutual aid agreements or assistance with other emergency services, institutions, or organizations to ensure adequate resources to cope with emergency or crisis that may arise.
- To establish a crisis Operation Control Center to coordinate the response to a major emergency or crisis.

Emergency and Crisis Response Protocol

Fire and Building Evacuation

Fire Emergency

Inside the building:

- Do NOT panic
- Activate a fire alarm or pull station
- Call or text 2101 (University Hotline Number)
- Evacuate the building using the fire exit or building evacuation instructions
- Do not lock the doors when leaving

Outside the building

- Call or text 2101 (University Hotline Number)
- Give caller name, address, and location of fire
- Do NOT activate the building fire alarm system

Building Evacuation

When the building fire alarms sound:

- Immediately evacuate using the fire exit or building emergency instructions
- Do not lock the doors when leaving
- Walk to the nearest exit/ stairwell
- Proceed to the safest area outside the building
- Call or text 2101 (University Hotline Number)
- Give caller name, address, location of fire
- Assist the evacuation of individuals with special needs

Bomb Threat

Important Information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the university, unless a device is located.

By Telephone Call

- List down all the information

By Written Note

- Preserve the evidence
- Place note in the plastic bag, if available
- Immediately after the call is terminated and call local 299 (Security Office) or dial 0 (PABX Operator)
- Notify the department head or the administrator of the building or office of the Dean
- Meet and assist the University official and security personnel
- As directed by the proper University authorities, help locate and identify suspicious items
- Do not touch any suspicious item/s, package/s, or device/s
- Evacuate the buildings as directed by the building evacuation plan
- Do NOT re- enter building until cleared by authorized personnel.

Medical Emergency

- Call or text 2101 (University Hotline Number)
- Provide the following information: Location of emergency; type of injury, if known; brief description of injured person
- Do NOT move or transport the injured if possible
- Give full attention to the victim/s
- Ask person/s for an assistance to locate the nearest office in the vicinity
- Assist the transportation of the injured to the SU Medical Center

Fight/Disturbance

- Ensure the safety of students, faculty, and staff first
- Notify the nearest office in the vicinity (administrator, or dean)
- Call or text 2101 (University Hotline number) or 299 (Security Office) or dial 0 (PABX Operator)
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area
- When participants are separated, do not allow further visual or verbal contact.
- Deal with event according to school's discipline policy
- For fights or disturbances that elevate to possible assault level, refer to Assault guidance
- Meet and assist the University official or security personnel in the investigation

Assault

- Ensure the safety of students, faculty, and staff first
- Notify the nearest office in the vicinity
- Call or text 2101 (University Hotline Number)
- Notify the security personnel if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is a physical injury that causes substantial pain
- If victim requires medical attention, follow Medical Emergency procedures.
- Do not leave the victim alone
- Meet and assist the University official or security personnel in the investigation

Theft/Robbery

- Discovery of missing personal belongings
- Call or text 2101 (University Hotline Number)
- Call for help or assistance to the nearest office or building administrator
- Meet and assist the University official or security personnel in the investigation

- Snatching/ hold up
- Do NOT attempt to resist or fight with the perpetrator/s
- Call or text 2101 (University Hotline Number)
- Ask for help/ assistance to the nearest office in the area or security outpost.
- Meet and assist the University official or security personnel in the investigation

Hostage

- Witness to a hostage situation:
- If the hostage-taker is unaware of your presence, DO NOT INTERVENE!
- Notify the nearest office in the vicinity. The university official, administrator, or the dean may wish to initiate lockdown procedures or evacuation
- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator). Give dispatcher details of situation
- Security personnel will take control of hostage scene; university official, administrator, or the dean coordinates with police or security personnel for safety and welfare of students, faculty, and staff

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible
- Try not to panic. Calm students if they are present
- Treat the hostage-taker as normally as possible
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

Shooting

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures
- Notify the nearest office in the vicinity
- Call or text 2101 (University Hotline Number) or call 299 (Security Office) or dial 0 (PABX Operator)

If you hear gunshots:

- If possible, determine where shooting is taking place
- Seek safe shelter
- If outside, stay as low to the ground as possible, and find any kind of cover
- If inside, go to lockdown procedures
- Notify the nearest office in the vicinity when it is safe to do so
- University official or administrator or security personnel or the police may order lockdown procedures
- Assess the situation as to:
 - The shooter's location
 - Injuries
 - Potential for additional shooting
- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator) and give as much detail as possible about the situation
- Secure the vicinity, if appropriate
- Help students, faculty, and staff find safe shelter
- Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger

Sexual Assault / Harassment / Rape

- Get to a safe place as soon as you can
- Try to preserve all physical evidence

- Do not wash, use of the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Call or text 2101 (University Hotline Number) or call Security Office 299.
- Call for help or assistance in the nearest office in the vicinity or security outposts
- Talk with a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support
- Contact someone you trust to be with you and support you
- The Office of Student Affairs upon notification of the incident shall facilitate the investigation as well as the filing of complaint against the suspected individual/s.

Suicide

- Early signs/ suicide attempts/ serious acts of self-harm
- In the event that a person indicates alarming signs of suicide ideation, report to the nearest guidance counselor of your college for assistance.
- In case of suicide attempt or serious act of self-harm, call or text 2101 (University Hotline Number) or notify any person of authority in the building or vicinity for medical emergency.
- If the attempt is less serious or non-life threatening, the student shall be referred to the Student Guidance and Testing Division for appropriate counseling intervention as soon as possible. The Office of Student Affairs shall also notify the guardian or the family of the student. If the student fails to cooperate with the Student Guidance and Testing Division, the Office of Student Affairs shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- If the attempt is serious and life threatening, the Office of Student Affairs shall notify the family immediately and arrange for immediate trauma and counseling response.
- Upon release and recovery of the student, the student shall be referred to the Student Guidance and Testing Division and arrange for mandatory counseling sessions. If the student fails to cooperate with the Student Guidance and Testing division, the Office of Student Affairs shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- In cases of serious and repeated attempts, and when attempts to secure voluntary cooperation from the student have failed, the Office of Student Affairs in coordination with the Student Guidance and Testing Division, shall consider the suitability of continued enrolment. If an involuntary withdrawal is imposed, psychiatric and medical evaluations must be processed to support the decision. (The Office of Student Affairs reserves the right to choose an independent evaluation, the method, and the entity/ person who will conduct the evaluation)
- If the student withdraws voluntarily or involuntarily from the University as a result of a suicide attempt or other self-harm incident, the Office of Student Affairs will place the student future enrolment or registration on hold until it is determined by the Office of Student Affairs will place the student future enrolment or registration on hold until it is determined by the Office of Student Affairs that the student (supported by psychiatric and medical evaluations as previously mentioned) is ready to return to the University.
- In the event of student suicide, the staff person or student who received the initial notification shall notify the University Security and Information Office and the Office of Student Affairs, who will then notify the police immediately.
- The Office of Student Affairs shall assume responsibility of contacting the guardian and the parents or other emergency contacts.
- The Office of Student Affairs through the Student Guidance and Testing Division shall assess impact populations and dispatch counseling team (i.e. roommates, fellow residents, classmates, friends, student groups or organizations who may be affected by the incident)
- The Office of Student Affairs shall implement procedures regarding the death of a student by providing notices to administrative and academic units in coordination with the Vice- President for Academic Affairs. Information shall be provided to the Office of Information and Publication for the official University press statement.

REPUBLIC ACT NO. 7877
**“AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT,
EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES”**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title. – This Act shall be known as the “Anti- Sexual Harassment Act of 1995.”

SECTION 2. Declaration of Policy. – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training – Related, Sexual Harassment Defined. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee’s rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender
- (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
- (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Education or Training Environment. – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this act for the information of all concerned.

SECTION 5.Liability of the Employer, Head of Office, Educational or Training Institution. The employer or head of office, educational or training institution shall be solidarity liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6.Independent Action for Damages.–Nothing in this Act shall preclude the victim of work, education or training –related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7.Penalties. – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (P10,000) nor more than twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8.Separability Clause.- If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9.Repealing Clause. – All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10.Effectively Clause. – This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

REPUBLIC ACT NO. 8049
“AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN
FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING
PENALTIES THEREOF”

SECTION 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term “organization” shall include any club or the ARMED Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen’s Military Training and Citizen’s Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved the secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

SEC. 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

SEC. 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC. 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The persons who participated in the hazing shall suffer:

The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.

The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period often (10) days or more, or that the injury sustained shall require medical assistance for the same period.

The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) when the hazing is committed outside of the school or institution; or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SEC. 5. If any provision or part of this Act is declared invalid or unconditional, the other parts or provisions thereof shall remain valid and effective.

SEC. 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

SEC. 7. This Act shall take effect fifteen (15) calendar days after is publication in at least two (2) national newspapers of general circulation.

NOTICE

Any statement, proposition or provision in this Manual are deemed accordingly amended if inconsistent or overridden by subsequent laws and Orders of the government of the Philippines or any of its regulatory agencies; jurisprudence; actions of the Board of Trustees; and Collective Bargaining Agreements of the University.

Any subsequent laws, Orders, jurisprudence, Board actions and provisions of Collective Bargaining Agreements not yet included or covered in this Manual, are deemed automatically added to it.

Any and all provisions in the Manual are to be understood in relation to other relevant or pertinent provisions in it.

