



## OFFICE OF THE UNIVERSITY BOARD SECRETARY

**EXCERPT** from the 204<sup>th</sup> Regular Board of Regents Meeting held on December 5, 2024 at CHED Central Office, Diliman, Quezon City.

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### Resolution No. 177 series of 2024

**APPROVING**, the Revised PSU Code

**APPROVED**

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**IN WITNESS WHEREOF**, I hereunder set my hand and stamped the seal of the University at PSU, Lingayen, Pangasinan, this December 16, 2024.

*A. Batang*  
**AILENE A. BATANG, PhD**  
Acting University Board Secretary

**APPROVED FOR RELEASE:**

*Elbert M. Galas*  
**ELBERT M. GALAS, DIT**  
University President





## PART I. GENERAL PROVISIONS

### CHAPTER I GENERAL PROVISIONS

**Article 1. Title.** This code shall be known as the **2024 Pangasinan State University Code**, hereinafter referred to as the 2024 Revised PSU Code, for brevity.

**Article 2. The University.** The Pangasinan State University, which is henceforth referred to as the University, is a public, nonsectarian, nonprofit institution of tertiary and advanced education principally supported by state funds.

**Article 3. The Power of the University.** The University shall exercise the general powers of a corporation as outlined in Section 35 of Republic Act No. 11232 or the Revised Corporation Code of the Philippines aside from those granted by its charter (Presidential Decree No. 1497), Republic Act No. 8292, and any other laws that may later amend or repeal these statutes.

**Article 4. Academic Freedom.** The University shall enjoy academic freedom in accordance with Article XIV, Section 5, paragraph 2 of the 1987 Philippine Constitution, and with such other laws, decrees, and edicts promulgated by duly constituted authorities. It shall also enjoy institutional autonomy.

**Article 5. University Vision and Mission.** The University Vision and Mission shall be based on the University's mandate as per existing laws and policies. Should there be any change in the Mission and Vision, such shall be approved by the Board, provided that the same shall pass through approved processes and procedures.

**Article 6. Core Values and Competencies.**

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Resolution No. 177 s., 2024

**Section 1. Core Values.** The core values of the University are encapsulated in the acronym **ACCESS**, which means

Accountability and Transparency,  
Credibility and Integrity,  
Competence and Commitment to Achieve,  
Excellence in Service Delivery,  
Social and Environmental Responsiveness, and  
Spirituality.

All officials, faculty, non-teaching staff, and students shall consistently strive to uphold and live these core values at all times.

**Section 2. Core Competencies.** Anchored on the Core Values of the University, PSUUnians – employees, students, and other members of the academic community



shall possess and exhibit the following core competencies to ensure alignment between one's actions and PSU's vision, mission, core values, and strategic goals.

**People's Champion.** PSUnians champion honesty, truthfulness, and professionalism in all situations. They act in the best interest or greater good of the University.

**Continuous-Innovative Learner.** PSUnians ensure that quality services are delivered promptly, respectfully, and willingly to clients and stakeholders; thus, they commit to continuously seek new knowledge to address the ever-changing demands of the community.

**Community Developer.** PSUnians advocate programs for poverty alleviation and environmental conservation. Above all these, they exemplify ethical, moral, and value-driven way of living.

**Section 3. Leadership Competencies.** To foster accountability, integrity, and excellence, PSU leaders are expected to exhibit the following leadership competencies:

**People-Centered.** PSU leaders' paramount advocacy is to safeguard people's welfare and to cater to their needs, resulting in effective and efficient service delivery; thereby creating a harmonious working relationship.

**Productivity-Oriented.** PSU leaders' ardent desire is to continuously source out and/or seek new knowledge and trends in education and technology, leading to sustainability and higher productivity.

**Passion-Driven.** PSU leaders' prime covenant is to kindle employees' passion towards work, heighten their commitment, trust, and loyalty to build a conducive and happy workplace.

**Article 7. The University Seal or Logo.** The seal or logo of the University shall reflect key features of the University - the name of the University, its foundation year, official colors, and such other relevant features, the design of which shall be approved by the Board. The seal or logo of the University shall be submitted to the National Historical Institute for registration.



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Resolution No. 177 s., 2024  
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**Article 8. University Colors.** The official colors of the University are golden yellow and royal blue, representing Pangasinan's bountiful harvest of palay, corn, and other produce and its pristine and fish-rich water.

Further, the golden yellow signifies the presence of academic freedom within the University, its dynamic transformation toward excellence, and the bright flame that keeps on burning. The royal blue represents quality education which the University continuously provides the youth of Pangasinan and its neighboring places in the undergraduate education and the professionals in the graduate level education.

The University Colors shall be specified in the submission of the PSU logo or seal to the National Historical Institute for registration.

**Article 9. University Hymn.** The official PSU Hymn shall be the following:

Pangasinan State University  
We proclaim your prestigious name  
Your banner we will hold up high  
to guide us evermore.

Oh! Hail beloved Alma Mater  
You fulfill a noble mission  
In instruction, research, extension, and production  
to serve mankind with pride.

Pangasinan State University  
Your fame ensures true knowledge  
Dear PSU, we love you  
Our PSU, we hail.

**Composed by:**  
**Prof. Rufino M. Menor**

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Resolution No. 177 s., 2024  
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## CHAPTER II DECLARATION OF POLICY, GOALS AND OBJECTIVES

**Article 1. University Quality Policy.** The University shall be a potent instrument to promote the democratization and advancement of quality and relevant education to all citizens at all levels. The university shall also adhere to relevant local, national, global policies, thrusts, and agenda.

**Section 1.** It shall be recognized as an ASEAN premier state university that provides quality education and satisfactory service delivery through instruction, research, extension, and production.



**Section 2.** It shall commit its expertise and resources to produce professionals who meet the expectations of the industry and other interested parties in the national and international community.

**Section 3.** It shall continuously improve its operations in response to the changing environment and in support of the institution's strategic direction.

**Article 2. The University Objectives.** The University shall strive to attain the following objectives:

**Section 1.** For the **students**, PSU shall:

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Resolution No. 171 s., 2024  
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- a. Develop institutional mechanisms, systems, and processes that reflect transparency, equity, participatory decision-making, and accountability, ensuring fair and inclusive practices.
- b. Promote comprehensive and sustainable development initiatives that foster personal and professional credibility and integrity, incorporating diverse perspectives in decision-making and actions.
- c. Set and achieve challenging goals with a strong sense of urgency, driving continuous improvement and producing high-quality work that contributes to inclusive growth.
- d. Demonstrate lifelong learning and proficiency in communication, interpersonal skills, entrepreneurship, innovation, research, and industry-specific capabilities through relevant programs that meet local, ASEAN, and international market demands.
- e. Cultivate a socially and environmentally responsive mindset that enhances productivity and supports the welfare of diverse communities.
- f. Instill spiritual values and moral integrity, promoting harmony and projecting a credible and positive public image.

**Section 2.** For the **teaching and non-teaching personnel**, PSU shall:

- a. Promote high-quality formal and non-formal education designed to fully enhance individual potentials through curricular development and enrichment, values reorientation, human resource development, facilities upliftment, and through access to the information superhighway and other advanced technologies.
- b. Protect and promote the welfare and interest of faculty members and administrative staff in terms of a continuing professional and instructional development program, salary increment, and other pecuniary benefits.
- c. Expand research activities that generate new knowledge, perspectives, and insights; develop appropriate technologies; and innovate systems, procedures, and processes to enhance and maximize productivity.
- d. Intensify the conduct of training programs in various fields of study, crafts, trades, and other endeavors designed to reduce poverty and inequality, expand opportunities, and increase productivity;



- e. Expand and intensify productivity through advance technologies, wise conservation, and maintenance of the ecological balance of the University and the country’s natural resources;
- f. Expand and establish a network of linkages with other institutions, both public and private, through traditional means and access to the information superhighway to generate financial resources and support in the pursuit of the University Mission.
- g. Rationalize, develop, test, and evaluate institutional structures and management systems and processes to enhance the efficiency and cost-effectiveness of the University programs and projects.

**Section 3.** For the **community** it serves, PSU shall:

- a. Provide high-quality learning opportunities to enhance the skills and knowledge of community members, supporting lifelong learning and professional development.
- b. Foster strong relationships with local organizations, businesses, and residents through partnerships, outreach programs, and collaborative projects.
- c. Contribute to the local economy by supporting entrepreneurship, offering training programs, and facilitating research that drives innovation and growth.
- d. Promote cultural awareness and appreciation by hosting events, lectures, and exhibitions that enrich the community’s cultural landscape.
- e. Address social issues and contribute to the well-being of the community through extension initiatives and projects.
- f. Support sustainability and environmental conservation efforts through research, education, and initiatives aimed at protecting and enhancing local natural resources.
- g. Ensure that educational resources and opportunities are accessible to all members of the community, promoting equity and inclusion.
- h. Cultivate future leaders by offering programs and resources that prepare community members for leadership roles and civic engagement.
- i. Offer continuing education and professional development programs that help community members adapt to the changing demands of the industry.

**CHAPTER III  
ORGANIZATIONAL STRUCTURE**

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**Article 1. The Organizational and Functional Structure.** The organizational and functional structure of the University shall be that one adopted and approved by the Board.

**Section 1.** The specified and inherent functions of all officials of the University shall be the bases for hierarchies as are reflected in the Organizational Structure.



The relationships of various officials and employees of the University shall be reflected in the organizational set-up and that it shall likewise be the basis for determining the line and the staff functions of Officials and Employees.

**Article 2.** The Organizational Structure shall likewise be the basic Organizational Model for the University.

The organizational model shall be of the pyramidal form with the Board as the highest policy-making body, and the University President as the Chief Executive Officer (CEO).

**Article 3. Revision and Modifications.** Subject to the approval of the Board, any portion of the organizational chart may be revised and/or modified as the need arises to conform with new trends and developments.

**CHAPTER IV  
BOARD OF REGENTS AND EXECUTIVE OFFICIALS**

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Resolution No. 177 s. 2024

**Article 1: The University Board of Regents.**

**Section 1. Powers and Duties.** The Board of Regents (hereinafter, "the Board") shall be the highest policy-making body of the University. It shall be vested with the powers granted it by Republic Act No. 8292, Republic Act No. 11232, and all other relevant and applicable laws.

**Section 2. Composition of the Board.** The composition of the Board shall be as provided for by law, provided that: the University President, who, by law, is Vice-Chair, of the Board shall preside over meetings of the Board when the Chair-Designate is not available, even if the CHED Chair or the Chair-Designate shall assign a representative to attend the meeting in his/her behalf.

**Section 3. Terms of Office.** The terms of office of the faculty, alumni, and student regents shall be contemporaneous with their terms of office in such capacities in accordance with their respective Constitution and by-laws.

Provided, however, that in the event the student loses his/her status as a student by way of graduation from the university, dismissal, transfer or other such causes, then the duly elected student representative shall sit as a regular member of the Board.

**The two (2) private sector representatives shall serve for a term of two (2) years each. They may be re-appointed for another term subject to an evaluation process and conditions stipulated in \_\_\_\_\_.**

**Section 4. Meetings of the Board.** The meetings of the Board shall be governed by existing law, provided that: the Board may decide that the final form, deed or acts already discussed by the Board be approved by referendum. In cases of urgency,



meetings of the Board may, by previous consent of the members of the board take place by video-conferencing.

## CHAPTER V THE UNIVERSITY COUNCILS AND COMMITTEES

### Article 1. The Administrative Council

**Section 1. Composition.** The University Administrative Council shall be composed of the University President as Chair, the Vice President for Administration and Finance Management as the Vice Chair, other Vice Presidents, Executive Directors, Directors, Chief Administrative Officers, and heads of offices in the University, as members.

The University President may direct the participation of professors, instructors, or other administrative officials of the university as ad hoc members, when deemed necessary, provided that: such an ad hoc member joins the sessions only to which he/she has been invited.

**Section 2. Functions and Responsibilities.** The Administrative Council shall review and recommend accordingly to the Board appropriate policies governing the administration, management and development planning for the latter's action as it may deem fit.

**Section 3. Meetings.** The Council shall meet at least once every quarter or whenever necessary at the call of the University President.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

### Article 2. The University Academic Council

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Resolution No. 177 s., 2024 trust p

**Section 1. Composition.**

1. The University Academic Council shall be composed of the University President as Chair, the Vice President for Academics and Student Services as the Vice Chair, and faculty members from the rank of at least, Assistant Professor, to the highest professorial rank, as members.
2. Heads of academic units of departments and colleges even with ranks lower than Assistant Professor are also included as members of the University Academic Council, however they will not become voting members of the council.
3. Campus Academic Council likewise may be established, provided that these campuses have equal representation in the University Academic Council.



4. The University President of the Faculty Association (if not Assistant Professor and above), campus registrars, and other relevant officials may be invited when matters being discussed require their presence. However, they will not be a voting member of the council.

**Section 2. Functions and Responsibilities.** The University Academic Council shall have the following functions and responsibilities:

1. Devise, draft, review and recommend curricular offerings and rules of discipline for approval of the Board;
2. Determine the requirements for the admission of students in the university as well as for their graduation and the conferment of degrees subject to review and approval of the Board through the University President;
3. Propose academic-related policies for the approval of the Board;
4. Set criteria and recommend recipients for student awards and honors;
5. Recommend recipients of honorary degrees subject to existing university guidelines
6. Recommend to the University Administrative and Finance Council for its consideration the adoption of programs and projects that require financial and logistical support

**Section 3. Meetings.** The University Academic Council shall meet at least once every quarter or whenever necessary at the call of the University President. A special meeting may be called upon the written request of at least one-fifth of the members of the council.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

**Article 3. The University Research, Extension, and Innovation Council**

**Section 1. Composition.** There shall be a University Research, Extension, and Innovation (REI) Council composed of the University President as the Chair, the Vice President for Research, Extension, and Innovation as the Vice Chair, the Directors and Center Heads under the REI Division, the Executive Directors, Campus Coordinators for Research and Extension, as members. The campuses may organize their own research, extension, and innovation council and shall be governed by rules specific to their own set-up.

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Resolution No. 177 s. 2014





**Section 2. Functions and Responsibilities.** The functions and responsibilities of the Council are as follows:

1. Formulate and develop policies, plans and programs of the University Research, Extension, and Innovation Division subject to approval by the Board;
2. Review and integrate the research and extension programs of the Campuses in accordance with the University Research and Extension thrusts and priorities;
3. Review, evaluate, and approve submitted research and extension project proposals of the constituents for funding by the University and other external funding agencies;
4. Serve as a clearinghouse for all activities in research and extension for enrichment purposes;
5. Accredite completed research studies/projects and extension programs/projects/activities submitted by proponents, for purposes of recording/dissemination/publication; and
6. Source out funds within and outside the university for the funding of research and extension programs including outreach and volunteerism activities.

**Section 3. Meetings.** The Council shall meet at least once every quarter or whenever necessary at the call of the University President.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

#### Article 4. Council of Executive Directors

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Resolution No. 177 s., 2024  
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**Section 1. Composition.** The council shall consist of all Campus Executive Directors, and SAS and OUS Executive Directors.

**Section 2. Functions and Responsibilities.** The functions and responsibilities of the Council are as follows:

1. Discusses academic and administrative concerns, issues and challenges in their campuses and shares information on topics affecting the institution
2. Reviews and provide recommendations for executive actions on academic and management matters referred by the University President.
3. Acts in an advisory capacity to the University President in all matters pertaining to their offices.



**Section 3. Meetings.** The Council shall meet whenever necessary at the call of the University President.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

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Resolution No. 177 s., 2024  
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## Article 8. Council of Deans and Chairs

**Section 1. Composition.** The council shall be composed of all Department Chairs and College Deans (academic deans) regardless of their academic ranks from the different campuses. A focal person shall be designated for each common program offered in the university. The focal person shall come from the lead campus which has the highest accreditation status. The changes in the focal person's leadership and composition shall be done in accordance with the change of accreditation status and issuance of designations, respectively. For programs offered on only one campus, which are considered stand-alone programs, the focal persons are their respective department Chairs.

**Section 2.** The entire operations of the council shall be directly under the Office of the Vice President for Academics and Student Services or his/her equivalent; however, the Executive Directors and the Director for Curriculum and Instruction or his/her equivalent will coordinate matters pertaining to the Board approved functions of the council.

**Section 3. Functions and Responsibilities.** The functions and responsibilities of the Council are as follows:

1. Undertake periodic curriculum monitoring, review, evaluation and enrichment.
2. Prepare a prototype for all academic-related documents such as but not limited to the syllabus, table of specifications (TOS), instructional materials, class records and rubrics.
3. Encourage, support and monitor the preparation, submission and utilization of TOS, validation of test questions, and instructional materials. Class records and syllabi by all faculty members of the identified programs.
4. Supervise and monitor the implementation of harmonized policies and guidelines for the screening of student applicants for admission and retention into the program
5. Identify common listing of book/journal references for use by the major students and in the preparation of the book procurement plan for the different campuses.
6. Provide support and intervention programs for faculty members to utilize and implement assessment tools and methodologies that capture the requirements of Education.
7. Monitor the conduct of faculty evaluation and implement faculty development programs and initiatives based on the results of the performance evaluation and the identified faculty training/professional competency building needs.



8. Prepare and review the campus-level operational plan of the Department as contained in the Campus Development Plan to ensure that developmental and academic concerns of the common programs are responded to with utmost concern for timelines, relevance, and responsiveness

**Section 3. Meetings.** The Council shall meet whenever necessary at the call of the Vice President for Academic and Student Services or the University President.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

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Resolution No. 199 s. 2024  
04/21

#### Article 4. The University Executive Committee

**Section 1. Composition.** The University Executive Committee shall be composed of the University President as Presiding Chair and the Vice Presidents as members. The Executive Committee may invite such university officials, employees and personnel as it may deem necessary, on occasion.

**Section 2. Functions and Responsibilities.** The University Executive Committee shall:

1. Provide advisory support to the University President in making or implementing executive decisions within the legal and administrative framework;
2. Contribute to the policy-making process by developing proposals for approval by the Board.
3. Assist the University President in crafting immediate and enforceable rules and decisions in situations requiring prompt action, subject to the subsequent approval of the Board.

**Section 3. Meetings.** The Council shall meet whenever necessary at the call of the University President.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

#### Article 5. The University Management Committee

**Section 1. Composition.** The University Management Committee shall be composed of the Vice Presidents, Chief Administrative Officers, the Executive Directors, University Planning Director, University Legal Officer and the University President as the Presiding Chair. It may summon other university officials and employees as it may deem necessary from time to time.



**Section 2. Functions and Responsibilities.** The University Management Committee shall:

1. Provide general oversight of university operations, adhering to the statutory authorities of the councils outlined in Republic Act No. 8292 and subsequent legislation;
2. Make decisions regarding hiring, promotions, and placement of personnel; and
3. Review and provide recommendations for executive actions on management matters referred by the University President.

**Section 3. Meetings.** The Council shall meet whenever necessary at the call of the University President.

Members of the Council shall be required to attend its meetings, except for absences with justifiable causes.

**Article 9. Standing or Special Committees.** The Board may create Standing or Special Committees, as it may deem necessary for the proper performance of its functions. The University President shall be the ex-officio Chair of all standing or special committees created by the Board.

**Article 10. Ad hoc Committees.** The University President may constitute an ad hoc committee for specific purposes, when deemed necessary.

## CHAPTER VI BOARD OF VISITORS

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Resolution No. 177 s., 2024

**Article 1. Composition.** There shall be a Board of Visitors of the University which shall be constituted by the President of the Philippines, President of the Senate, the Speaker of House of Representatives, and Committee Chairs on Education in the Upper and Lower Houses, respectively.

**Section 1. Powers and Functions.** The powers and functions of the Board of Visitors are:

1. Visit the University and its campuses and/or units during special activities and occasions, and at such other times as deemed proper and appropriate;
2. Examine the course of study, academic disciplines, properties and facilities and state of finances with the end in view of improving these aspects; and
3. Make a report to the upper and lower houses on such state with recommendations in the form of bills for improving and solving identified problems.



## CHAPTER VII OFFICERS OF THE UNIVERSITY

**Article 1. Executive Officials.** The executive and administrative officials of the University shall be those that are specifically identified in the hierarchical offices and positions provided in the organizational and management structure of the University such as:

- a. University President
- b. Vice Presidents
- c. Chief Administrative Officer for Administration
- d. Chief Administrative Officer for Finance
- e. Executive Directors
- f. University Directors
- g. University Heads
- h. Other University Officials

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Resolution No. 177 s., 2024  
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**Article 2. The University President.** Leadership in the University is vested in the University President, who shall serve as its Chief Executive Officer and whose qualifications and manner of appointment shall be in accordance with the provisions of RA No. 8292 including its Implementing Rules and Regulations (IRR) and all other relevant and applicable laws.

**Section 1. Powers and Functions.** The University President shall be the ex-officio head of the University, including its satellite or component campuses.

**Section 2.** The University President shall have the general supervision of all administrative and financial operations of the University.

**Section 3.** All officials, and employees (teaching and non-teaching) of the University shall be responsible to and under the administrative supervision of the University President.

**Section 4.** The University President shall carry out the general policies laid down by the Board and shall have the power to act within the limit of said general policies. The University President may also use strategies and measures, as he may deem necessary, to ensure effective and efficient implementation of said policies.

**Section 5.** The University President shall have the power to determine and prepare the agenda of all meetings of the Board, and all University Councils; provided, that any member of the Board (in case of the Board of Regents), and any member of the Council (in case of the University Council) may add any matter included in its agenda, and provided further, that the agenda being requested to be included in the University Councils shall be directly related to the function or mandate of the concerned council.



**Section 6.** The University President shall preside at commencement and other official exercises of the University, and confer such degrees and honors as granted/authorized by the Board. All diplomas and certificates issued by the University shall be signed by him/her and other duly authorized officials of the University.

**Section 7.** The University President or his/her duly authorized representative, upon approval of the Board, may, subject to existing and other pertinent laws, initiate legal actions against erring employees. The Complaint and Grievance Committee shall address and review complaints related to such actions, including but not limited to procedural errors, allegations of misconduct, and the adherence to due process.

**Section 8.** The University President shall serve as the channel of communication between the students and employees of the University and the Board.

**Section 9.** The University President shall, upon endorsement of a duly constituted search and screening committee, fill in all vacancies in the University subject to confirmation (for positions with Salary Grade 17 and below) or approval (for Salary Grade 18 and above) by the Board. The University President shall have the authority to issue appointments for positions with Salary Grade 17 and below to meet the exigencies occurring between meetings of the Board in order not to disrupt the operations of the University, provided that such actions are reported to the Board during the next meeting and subject to compliance with qualification standard of CSC. In addition, the University President may request approval of the appointment issued to employees with salary grade 18 and above through referendum if the next scheduled meeting falls on a distant future date and if the position being requested to be filled will affect the effective operation of the University.

**Section 10.** The University President shall exercise the following specific powers:

1. Acceptance/Approval of resignation or transfer of all employees (casual, contractual, temporary and permanent), including designated officials and contract-based personnel, provided that the resignation shall be submitted 30 days prior to the date of effectivity reckoned to the date of receipt, and for transfer, it shall be subjected to the rules and regulations;
2. Grant or deny the application for vacation leave of any university personnel. The University President may delegate to qualified officials the authority to grant or deny applications for vacation leave of other employees;
3. Acceptance of applications for retirement of all employees;
4. Grant or deny requests of extension of fellowship or scholarship provided by the University. The request for extension shall not exceed one academic year

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Resolution No. 37 s., 2024  
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and must be within the budgetary limits provided that the request for extension is beyond the control of the requestor.

5. For externally funded scholarships, the University President may grant or deny requests for extension in accordance with the provisions stipulated in the contract, provided further, that such extension shall be limited for a maximum of two-year extension.
6. Authority to make ad interim designations, temporary transfer, detail or other necessary human resource actions as stipulated in the Omnibus Rules or when the interest of the service so requires;
7. Authority to renew appointments or contracts of temporary, contractual, and contract-based personnel provided the budget permits and such services are deemed necessary;
8. Authority to recommend qualified members of the faculty as fellows for Board approval to enable them to promote graduate studies abroad. In addition, the University President may assist in providing financial assistance to such fellows in accordance with the rules established by the Board and the lump sum allocated for fellowships.
9. Authority to grant or deny permission for all employees to accept training grants, fellowships, assistantships, or invitations to conferences sponsored by external agencies or organizations without any financial obligation on the part of the University outside of their regular salary;
10. Authority to approve/disapprove exemption to regular biometrics;
11. Authority to suspend classes or work within the university community whenever necessary to promote the common good or to protect the interest of the University;
12. Authority to temporarily assign or grant utility vehicles to designated officials of the University or grant allowances subject to existing rules and regulations;
13. Supervision and control over extra-curricular activities of students, and the authority to issue adequate rules and regulations for the conduct of any activities subject to existing CHED policies and guidelines;
14. Authority to promulgate rules which in his/her judgment are necessary for the safekeeping and proper disbursements of funds or property of all student organizations officially recognized, designating the persons whom he may authorize to examine and audit the accounts pertaining to such funds and/or property;

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BOARD OF REGENTS**

Resolution No. 177 s., 2024



15. Prepare an annual report, including but not limited to Balance Score Card, Status of Project Implementation, to the Board.
16. Present to the Board the annual budget proposal of the University, including priority programs, projects, and activities with its respective funding requirements.
17. Authority to execute and sign all contracts, deeds, and other instruments without financial implications is granted to the University President, provided that a report of all such agreements and contracts is submitted to the Board at its next meeting for notation and record-keeping purposes. Authority to enter into contracts or agreements with financial implications requires prior approval from the Board before execution. All existing regulations inconsistent with this provision are hereby abrogated;
18. General responsibility for the enforcement of discipline in the University and the maintenance of satisfactory academic standards in all its satellite campuses;
19. Authority to modify or disapprove any action, resolution, or endorsement of any campus or administrative body for the best interests of the University;
20. The University President or his/her duly authorized representative may invite scholars of eminence and distinguished professionals to deliver lectures or a series of lectures. For this purpose, he may authorize honoraria for such services, subject to applicable rules and regulations;
21. Use such powers as provided in this Code by the Charter of the University or as may be specifically provided by the Board and such are usually pertaining to the Office of the University President;
22. Authority, in the event of the University President's brief absence, to designate a ranking official of the administration, who may be any of the regular or designated Vice Presidents or Executive Directors, to act as Officer-in-Charge of the Office of the University President. This designee shall manage the affairs of the University in the President's name, subject to the University President's instructions and the policies of the Board.
23. Approve procurement contracts as may be authorized by the Board.

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Resolution No. 117 s., 2024  
09/29/24

**Article 3. Presidential Decisions.** The University President shall inform the Board on the action taken in accordance with the foregoing; provided, however, that with respect to paragraphs 3 and 7, the Board may take any action that it may deem appropriate in connection therewith.



**Article 4. University/Board Secretary.** The Board shall appoint a secretary who shall be coterminous with the official being served. The board may also designate a secretary if deemed necessary.

The Board Secretary shall keep all records and proceedings of all meetings and shall be responsible for communicating meeting notices to each Board member.

**Article 5. The Vice Presidents.** The Vice Presidents shall exercise their authority granted by the Board through the University President over the line departments or offices they supervise.

**Article 6. Executive Directors.** Designated by the Board through the University President shall act as the latter's alter ego who shall exercise administrative and financial supervision in the campuses or units (SAS/OUS) they are assigned to.

**Article 7. Other University Officials.** All appointed and designated officials of the university shall exercise their authority over the offices and units they supervise. Other officials of the University are as follows:

**Section 1.** Office of the University President

- a. Director, Presidential Management and Liaison
- b. Director, University Legal Services
- c. Director, Information and Communications Technology Management
- d. Head, Multimedia Development Center
- e. Head, System Administration
- f. Head, Network Maintenance
- g. Head, Information Systems
- h. Focal Person, Internal Audit Unit

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Resolution No. 177 s., 2024  
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**Section 2.** Office of the Vice President for Academics and Student Services

- a. Director, Curriculum and Instruction
- b. Director, Students and Alumni Affairs
- c. Deputy Director, Students and Alumni Affairs
- d. Director, Internship
- e. Director, Expanded Tertiary Education Equivalency and Accreditation Program
- f. Director, NSTP, Physical Education and Sports Development
- g. Director, Culture and Arts Affairs
- h. University Registrar
- i. Head, Review Center
- j. Head, Faculty Development
- k. Head, Medical and Dental Services
- l. Head, Learning Resource Center
- m. Head, Admission and Guidance Services
- n. Head, Skills and Career Development
- o. Head, Learning Development Center



- p. Head, Housing and Food Services
- q. Focal Person, Sentro ng Wikang Filipino

**Section 3.** Office of the Vice President for Research, Extension, and Innovation

- a. Director, Gender and Development Office
- b. Director, Research Development
- c. Director, Extension Services
- d. Director, Innovation Support
- e. Head, Research Ethics Board
- f. Center Head, Food Innovation
- g. Center Head, Integrated Agriculture
- h. Center Head, Science, Technology, Engineering, and Environment
- i. Center Head, Sustainable Water Resources
- j. Center Head, Health Environment, Disaster and Risk
- k. Center Head, Governance Policy, Human Welfare
- l. Center Head, Business Economics and Tourism
- m. Center Head, History, Culture, Arts and Innovative Education

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Resolution No. 177 s., 2024  
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**Section 4.** Office of the Vice President for Administration and Finance Management

- a. Chief Administrative Officer, Administration
- b. Chief Administrative Officer, Finance
- c. University Budget Officer
- d. Director, Production and Auxiliary Services
- e. Director, Physical Plant and Facilities Management
- f. Director, University Planning
- g. Director, Procurement Services
- h. Director, General Services
- i. University Human Resource Management and Development Officer
- j. University Cashier
- k. University Supply Officer
- l. University Records Management Officer
- m. University Accountant
- n. Head, Vehicle Maintenance Services
- o. Head, Facilities Maintenance Services
- p. Head, Electrical Services
- q. Head, Project Development
- r. Head, Energy Efficiency and Conservation
- s. Head, Sustainable Development and Futures Thinking
- t. Head, Housekeeping Services
- u. Head, Waste Management and Pollution Control
- v. Head, Safety and Security Services
- w. Head, Statistics Center

**Section 5.** Office of the Vice President for Quality Assurance

- a. Director, Local Accreditation
- b. Director, International Accreditation



- c. Director, Monitoring and Evaluation
- d. University Document Control Custodian
- e. Head, Non-Technical Unit
- f. Head, Risk Management Unit

**Section 6.** Office of the Vice President for Local and International Affairs

- a. Director, International Relations
- b. Director, Global Citizenship Education
- c. Director, Special Projects
- d. Director, Continuing Professional Development
- e. Director, Public Relations and Information
- f. Head, Faculty and Student Mobility
- g. Head, International Extension Partnerships

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Resolution No. 177 s., 2024  
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Any changes or modification in the list of officials shall be subject to the approval of the Board.

**Article 8. Campus Officials.** Officials of campuses, SAS or OUS through the recommendation of the Executive Directors shall be designated by the University President with the authority from the Board to oversee the operations of their assigned units or offices.

**Article 9. Roles and Benefits.** All functions, duties and responsibilities as well as additional benefits and privileges of all designated officials shall be contained in a Special Order to be issued by the University President through the HRMDO.

**Article 10. Term of Office.** The term of office of all designated officials shall be in accordance with relevant policies, rules and regulations of the CSC and other regulatory agencies of the government.



## PART II. UNIVERSITY ADMINISTRATIVE STAFF

### CHAPTER VIII NON-TEACHING STAFF

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#### Article 1. Basic Policies

**Section 1.** The university upholds a strict non-discrimination policy in the hiring and promotion of non-teaching staff, as governed by the University Merit Selection and Promotion System. All decisions shall be based solely on merit and fitness, without regard to religion, sexuality, gender, age, or ethnicity.

**Section 2.** All qualified employees of the Pangasinan State University holding next-in-rank positions, shall be considered for promotion. If the incumbents of next-in-rank promotions do not meet the minimum requirements for the positions, the appointing authority shall open the vacant position to the other qualified candidates.

**Section 3.** The appointing authority may promote an employee who is not next-in-rank but possesses superior qualifications and competence.

**Section 4.** All candidates for promotion shall be screened by the Selection and Promotion Board. The Board shall be responsible for the adoption of a formal screening procedure and the formulation of criteria for the evaluation of candidates for promotion.

Established valid standards and methods of evaluating the qualifications and competence of all employees competing for promotion to the same position shall be applied fairly and consistently.

**Article 2. The Selection and Promotion Board.** The Selection and Promotion Board shall have the following composition pursuant to Memorandum Circular No. 18, s. 1988 as amended by Memorandum Circular No. 38, s. 1989;

**Section 1. Members of the Selection and Promotion Board:**

- a. The Vice President for Administration and Finance Management as Chairman;
- b. The Executive Director of the Campus or the Vice President of the division where the vacancy exists as Vice Chair;
- c. The Campus Administrative Officer where the vacancy exists as Member;
- d. The University Human Resource Management and Development Officer as Secretary; and
- e. The President of the Non-teaching Association or his/her duly authorized representative in the campuses where the vacancy exists shall participate in the screening of candidates for vacancies both in the first and second level.



**Section 2.** In case there is no accredited employee association in the department or agency, the representative shall be chosen at large by the employees through a general election to be called for the purpose.

**Article 3. and Separation.** Recruitment, promotion and separation policies in the University shall be governed by rules and regulations of the Civil Service laws.

**Article 4. University Employee Development Plan.** Guidelines on human resource development interventions, formal or non- formal, including participation in conferences and seminars, workshops, conventions, trainings and exposure trips within or outside the country, and skills upgrading competencies for the individual and career development of teaching and non-teaching personnel in the University shall be provided in the University Employee Development Plan and approved by the Board.

## CHAPTER IX USE, DISPOSITION AND DISPOSAL OF PROPERTY

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**Article 1. Supervision.** Construction of buildings and other structures in the University shall be subject to pertinent provisions of existing laws and rules and regulations. Design and other specifications of these buildings and structures shall be undertaken by the University Engineering office.

**Section 1. Names.** Names of buildings, structure, streets and other places in the University shall be those given by the Board upon recommendation of the President and subject to provisions of pertinent laws.

**Section 2. Supervision.** Supervision of buildings and grounds of the University shall be under the Vice President for Administration and Finance Management through his/her representatives: The Chief Administrative Officer, the Physical Plant, Development and Maintenance Director (for the Main Campus), the Executive Director of the Campus they are assigned to, the Administrative Officer and Supply Officer of each Campus and the College Dean of each department in the Campus they are designated, who shall be directly responsible for their proper care, maintenance and repair. He/she shall supervise employees including laborers who are on a contract of service relative to the maintenance and repair of all buildings, and after structure grounds of the University.

**Section 3. Custodianship.** The custodianship of all buildings and other properties in the University shall be under the accountability of the University Supply Officer (Main), and Campus Administrative Officer and Campus Supply Officer (for campuses), subject to the overall supervision of the University President and the Vice President for Administration and Finance Management.



**Section 4. Use.** Unless otherwise authorized by law, only those University officials, employees, students, alumni or employee organizations may use the buildings, facilities and other properties thereof.

All other personnel not connected with the University may request for the use of its facilities through the endorsement of the Vice President for Administration and Finance Management and approval of the University President or his/her representative (for the Main Campus) and the Executive Director or his/her representative (for campuses).

**Section 5. Motor Pool.** The motor pool shall be under the supervision of the Director for General Services through the Head for Vehicle Maintenance who shall be responsible for the provision of adequate transportation and repair and maintenance of all vehicles, machines and equipment assigned to his/her department or section.

Included in the above is the responsibility of the Head for Vehicle Maintenance to ensure that all vehicles are insured with the Government Service Insurance System (GSIS) and regularly registered to the Land Transportation Office (LTO). For all the campuses, please refer to paragraph three (3), Article 2 of this chapter.

**Article 2. Use and Operation of Motor Vehicles.** All motor vehicles owned or operated by the University, except for those authorized for the exclusive use of the University President and other officials who may be authorized by law as its official user (Section 5 under COA Circular No. 75-6 dated November 7, 1975 or by any other laws, rules and regulations that may be promulgated by the government in the future), shall be stationed at the motor pool/garage under the direct supervision of the Vice President for Administration and Finance Management or the Head of the Vehicle Maintenance Services Unit. In campuses, however, vehicles shall be stationed at their respective garage/motor pool area and dispatching of the same shall be approved by the Executive Director of the campus.

No vehicles shall be permitted to travel without an authorized trip ticket. For the Main Campus, trip tickets shall be signed/approved by the Vice President for Administration and Finance Management (for the Main Campus) and Executive Director (for other campuses). Likewise, no passenger shall be allowed to ride said vehicle without approved Authority to travel. Moreover, all vehicles, after each trip, must be parked properly and securely inside the motor pool area and/ or garage.

Registration and repair and maintenance of these vehicles shall be the responsibility of the campus they are assigned to.

**Article 3. Property Officer's (Supply Officers of the University) Accountability/ Responsibility.** A Supply Officer (University Supply Officer or Campus Supply Officer) shall take custody of and have responsibility over the University's permanent and movable properties. Supply Officers or other administrative officials having property



responsibility shall be properly bonded in accordance with existing laws, rules and regulations.

**Article 4. Assumption of Property Responsibility.**

**Section 1.** Executive Director of campuses, Campus Administrative Officer, and Campus Supply Officer, College Deans/Department Heads and/or other designated officials shall assume full responsibility over property assigned to their respective campus/college/department section. Relative thereto, all properties not assigned to an officer or employees shall be under the accountability of the University Supply Officer or Campus Supply Officer. A Property Acknowledgement Receipt (PAR; for assets valued at Php50,000 and above) or an Inventory Custodian Slip (ICS; for assets valued below Php50,000) shall be issued to officials and/or employees in accordance with the guidelines specified in COA Circular No. 2022-004 dated May 21, 2022, and any subsequent amendments or related issuances.

**Section 2.** There shall be proper turnover of properties and documents including unfinished duties and responsibilities upon resignation, retirement, termination, reassignment of employees and same be acknowledged and receipted by concerned officers.

Also, all appropriate forms shall be accomplished by the concerned employee prior to his/her separation to the University to ensure smooth turnover.

**Article 5. Inventory of Property, Plant and Equipment (PPE).** All PPE's given to personnel shall have a corresponding Property Acknowledgement Receipt (PAR) to be issued by the Supply Office. The actual physical inventory of PPE shall be conducted annually in accordance with Section 38, Chapter 10 of the Government Accounting Manual for National Government Agencies (GAM for NGAs) Volume I, COA Circular No. 2020-006 dated January 31, 2020, and all other relevant laws and existing rules and regulations.

PPE Inventory Committee shall be composed of the following:

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**University Level**

- Chair: Vice President for Administration and Finance Management
- Vice Chair: University Supply Officer
- Members: Accounting Unit Representative  
All USMO Staff
- Witness: COA Representative

**Campus Level**

- Chair: Campus Administrative Officer
- Vice Chair: Campus Supply Officer
- Members: Campus Accountant  
All Supply Management Office Staff



Witness: COA Representative

Inventory report based on the scheduled inventory taking must be reconciled with the Accounting Division/Unit. A reconciliation report between the physical inventory counted versus accounting books be prepared for proper documentation and proper monitoring of PPEs.

**Article 6. Sale and Disposal of Property.** Sale and disposal of movable properties, such as: vehicles, equipment, other supplies and materials, etc., shall be made in accordance with COA and DBM Joint Circular No. 2024-1 dated January 30, 2024 and other pertinent laws, rules and regulations.

**Article 7. Process on the Sale and Disposal.** The university shall create a disposal committee for asset disposal. This committee shall convene and will conduct actual inventory of all assets for disposal. The disposal of property shall be in accordance with the Joint Circular No. 2024-01 (DBM-COA) on the Revised Manual on the Disposal of Government Properties and all other relevant laws and existing rules and regulations

The asset disposal committee shall be composed of the following officials and employees.

**University Level**

Chair: Vice President for Administration and Finance Management

Vice Chair: University Supply Officer

Members: Accounting Unit Representative  
All USMO Staff

Witness: COA Representative

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Resolution No. 177 s. 2024  
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**Campus Level**

Chair: Campus Administrative Officer

Vice Chair: Campus Supply Officer

Members: Campus Accountant  
All Supply Management Office Staff

Witness: COA Representative

**CHAPTER X  
THE UNIVERSITY PLANS**

**Article 1. Formulation, Monitoring and Evaluation of Strategic Development and Annual Operational Plans**

**Section 1.** The University Planning Office shall spearhead the development and formulation of a Strategic Development Plan (SDP) every 5 or 10 years and an Operational Plan every year.

The SDP includes the Land Use Development and Investment Plan (LUDIP), Sustainability Plan, Gender and Development Plan, and all other relevant plans.



**Section 2.** The said SDP and Operational Plan shall be approved by the Board.

**Section 3.** The University Planning Office is lodged with the responsibility of monitoring and evaluating the plans as set.

## CHAPTER XI THE UNIVERSITY BUDGET

**Article 1. University Budget as Instrument for Development.** The University shall formulate and implement a University Budget that is an instrument for development, reflective of its objectives, strategies and plans. The budget shall be supportive of and consistent with the socio-economic development plan of the country, the province and particularly that of the University and shall be oriented towards the achievement of explicit objectives and expected results to ensure that funds are utilized and operations are conducted effectively, economically and efficiently.

**Article 2. Preparation of the Annual Budget.**

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Resolution No. 177 s. 2024  
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**Section 1.** The Annual Budget of the University shall be prepared in accordance with the existing budgeting laws, policies, rules and regulations of the government. It shall be in conformity with the plans of the University and shall ensure effective, efficient and economic methods of achieving objectives.

**Section 2.** Before the end of the fourth quarter of every year, a duly established committee on Budget Preparation with the Chief Administrative Officer for Finance as the Chair, the Chief Administrative Officer for Administration, the Director for Physical Plant and Facilities, the Director for Gender and Development (GAD), the Director for University Planning, the Director for Procurement, the Director for Curriculum and Instruction and the University Accountant, as Members, shall convene and facilitate the consolidation for presentation and approval of the Management Committee which shall be endorsed to the Administrative Council for approval of the Board.

**Section 3.** Prior to the Assembly of the Committee on Budget Preparation, the Chairs of the various academic departments and heads of administrative offices of the University shall submit to the Committee the annual budgetary requirements of their offices to be prepared in accordance with the prescribed guidelines, which requirements shall be justified on the basis of the actual needs of each office/campus. The budgetary requirements shall include the Project Procurement Management Plan (PPMP) for each office which shall be consolidated into an Annual Procurement Plan (APP). The APP includes a listing of supplies, materials and equipment needed for the ensuing year.



**Article 3. Monitoring and Evaluation of all Funds.** The University must set-up and implement monitoring and evaluation mechanisms to ascertain the effectiveness of the programs and projects on which they spend. The University must also have internal control mechanisms to ensure that public funds are spent and accounted properly.

**Article 4. Proper Authorization.**

**Section 1.** No funds shall be disbursed without first securing an authorization/certification of the Budget Officer/Head as to the availability of allotment/appropriation to which the expenditures or obligation may be properly charged.

**Section 2.** No obligation shall be certified to accounts payable unless the obligation is funded on a valid claim that is properly supported by sufficient evidence and unless there is proper authority for its incurrence.

**Section 3.** University Officials are enjoined to prevent irregular, unnecessary, excessive, extravagant or unconscionable expenditures as defined by pertinent laws and regulations.

**Article 5. Formulating Basic Policies on Budget.** Headed by the Vice President for Administration and Finance Management, there shall be a formulation of basic policies supplementary guidelines and schedules for the preparation, monitoring and evaluation of the University Budget.

The Management Committee shall formulate basic policies, supplementary guidelines and schedules for the preparation and execution of the University budget.

**CHAPTER XII  
DONATIONS, GRANTS, AND ENDOWMENTS**

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Resolution No. 177 s. 2024  
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**Article 1. Acceptance of Donations, Grants and Endowments.** All donations, grants and endowments to the University shall be accepted by the University President in the name of the Board, to be entered in the books of accounts in an amount to be prescribed by the donor or any amount which may be agreed upon by the parties.

**Article 2.** Donations, grants, and endowments intended for educational purposes, such as the funding of professorial chairs shall be deposited with foundations created for the purpose, which will manage the funds in accordance with the terms specified by the donors.



**CHAPTER XIII  
ACCOUNTING, AUDITING AND  
THE INTERNAL MANAGEMENT CONTROL SYSTEMS**

**Article 1. Auditing of Accounts and Expenses.** All accounts and expenses of the University shall be audited by the Commission on Audit (COA), and all disbursements shall be made in accordance with rules and regulations prescribed by law, the Commission on Audit and the Department of Budget and Management.

**Article 2. Internal Management System.** An Internal Management Control System shall be instituted by the different divisions of the University to assist in achieving an efficient and effective administration of its affairs.

**CHAPTER XIV  
SPECIAL DETAIL**

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**Article 1. Assignment to Special Detail.** A member of the academic staff, non-teaching personnel, or an administrative official may be assigned by the University President, whose discretion and leadership ensure the alignment of such assignments with the university's strategic goals, on a special detail in the Philippines or abroad for the benefit of the university system or any of its units, and under certain conditions to be fixed by him/her in each case;

**Section 1. International.** Members of the faculty who are married at the time of the detail may be granted an additional monthly family allowance to commence from the date of departure from a Philippine port to the date of their arrival in the Philippines if in the opinion of the University President the circumstances warrant.

**Section 2. Local Detail.** Temporary movement of an employee from one department or agency to another which does not involve reduction in rank, status, or salary for a period of ` year without consent and a maximum of 3 years with consent. Extension of renewal of detail shall be discretionary on the part of the parent agency. (*Section 13.c, Rule IV of the 2017 ORA-OHRA*)

**Article 2. Designation.** Movement that involves an imposition of additional and/or higher duties to be performed by a public official/employee which is temporary and can be terminated anytime at the pleasure of the appointing officer/authority. Designation may involve the performance of the duties of another position on a concurrent capacity or on full-time basis.

**Section 1.** Designation in an acting capacity. Entails only the exercise of the ministerial functions attached to the position but also exercise of discretion since the person designated is deemed to be the incumbent of the position.



**Section 2.** Officials designated as Officer-in-Charge (OIC). Enjoy limited powers which are confined to functions of administration and ensuring that the office continues its usual activities. The OIC may not be deemed to possess the power to appoint employees as the same involves the exercise of discretion which is beyond the power of an OIC, unless the designation order issued by the proper appointing officer/authority expressly includes the power to issue appointment.

**Article 3. Reassignment.** The movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary. Reassignment shall be governed by the following rules set forth by the Civil Service Commission.

**Article 4. Secondment.** Secondment is a movement of an official or employee from one department or agency/organization to another, or to a private sector organization or to an international organization or body recognized by the Philippine government which is temporary in nature and shall be covered by a Memorandum of Agreement (MOA) on Secondment and shall no longer require the issuance of an appointment.

Upon the request of another government agency or entity and when the resources of the University so permit, University personnel may be authorized to go on special detail by secondment with the requesting agency. Provided that an evaluation and prior approval of the Civil Service Commission shall be obtained and in accordance with existing and relevant laws, rules, and regulations of the Commission.

**Article 5. Return to Duty.** Persons granted special detail shall submit a complete and detailed report of their work within forty (40) days after their return to duty.  
(Section 13.c, Rule IV of the 2017 ORA-OHRA)

## CHAPTER XV PERSONNEL PRIVILEGES AND BENEFITS

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**Article 1. University Scholarship for Academic and Non-Academic Staff.** Members of the Academic and Non-Academic staff shall have the privilege of enrolling in the University as part-time or full-time scholars subject to existing rules and regulations and approved faculty manual of the University.

**Article 2. Return of Service.** The approved PSU scholar shall be bound by the approved study plan and return of service agreement between PSU and the scholar.

**Article 3. Sanctions in Cases of Breach of Contract or Non-Fulfilment of Obligation.** Sanctions and penalties due to breach of the contract or non-fulfillment of service obligation shall be based on the approved agreement and applicable laws and existing rules and regulations.



**Article 4. Student Admission for Family Members of University Employees.** Children or spouse of university employees who have served continuously for a period of not less than five (5) years, may be given priority for student admission provided that their children or spouse passed the admission examination and other requirements of the program.

## CHAPTER XVI OTHER FRINGE BENEFITS

**Article 1. Library, Publications and Other Services for Retired Staff Members.** Retired members of the academic and non-academic staff shall enjoy library privileges and shall receive publications of the University which are of general circulation and other privileges which the University could grant in accordance with law. They shall be invited to participate in major University programs and activities.

**Article 2. Priority Appointment of a Retiree's Family Member.** At least one (1) immediate member of the family of a retiree shall be given priority consideration for appointment in the University, provided however, that such member of the family possesses the qualifications and competencies required by the position.

**Article 3. Professor Emeritus.** A retired faculty professor who has at least actively and faithfully served the University and/or the government and has achieved marked distinction as a productive scholar, scientist, artist or widely acknowledged as an effective and dedicated educator may be appointed professor emeritus.

**Article 4. Recommendation for Emeritus Appointment.** A Special Committee created by the University President from among members of the faculty in active duty shall recommend a professor for emeritus appointment to the Board for approval, through the University President.

## CHAPTER XVII AWARD OF MERITS

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**Article 1. Diploma of Merit.** A Diploma of Merit shall be presented to members of the faculty and the administrative staff for exemplary conduct, loyalty and exceptionally efficient and meritorious services to the University upon their voluntary resignation or their retirement from the service after at least fifteen (15) years. The Diploma shall be signed by the University President and the Secretary of the University and issued on the date following the last day of active service.



### CHAPTER XVIII HOUSING

**Article 1. Housing Program.** The University shall, as far as practicable, provide adequate and convenient housing for its students, faculty, and administrative employees and guests by reserving and developing a portion of its campus and/or off-campus sites for the purpose. The administration shall implement this provision by tapping both public and private source of funding.

**Article 2. Availment of Housing Units.** Availment of housing units shall be in accordance with the University Housing Code approved by the Board. No vested rights are acquired by the employee over the housing unit, and the University reserves the right to revoke this privilege and reclaim the housing unit at its discretion. This privilege is non-transferable and does not extend to the grantee's spouse, children, or any other party. Furthermore, any proposed improvement or modification to the housing unit must be submitted to and approved by the University prior to implementation. All approved improvements shall become the property of the University.

### CHAPTER XIX GRIEVANCE MACHINERY

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Resolution No. 177 s., 2024  
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#### Article 1. Basic Features, Policies, and Coverage.

**Section 1. Basic Features.** The University shall adhere to the laws and existing rules and regulations of the government on dispute resolutions. In alignment with these guidelines, the grievance machinery serves as a structured system designed to effectively address and resolve specific causes of conflicts within the organization. This mechanism aims to foster harmonious and productive personnel relations within the University, prevent and mitigate employee dissatisfaction or discontent, and ensure that grievances are resolved promptly and efficiently at the lowest possible level.

**Section 2. Basic Policies.** The University shall provide for amicable internal procedures or remedies, including provisions for voluntary arbitration, as a preferable measure in the settlement of any issue, dispute, or grievance arising from employment relations pursuant to Civil Service laws, rules and regulations.

A grievance is a work-related concern or dissatisfaction expressed verbally or in writing by an employee, which, in his/her view, has not been adequately addressed or given due consideration.

**Section 3. Coverage.** The following instances shall be acted upon through the grievance machinery:



- a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law, including salaries, incentives, working hours, leave benefits such as delay in the processing of overtime pay, unreasonable withholding of salaries and inaction on application for leave;
- b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them such as failure to observe selection process in appointment, and undue delaying the processing of retirement papers;
- c. Poor interpersonal relationships and linkages such as unreasonable refusal to give official information by one employee to another;
- d. Inadequate physical working conditions such as lack of proper ventilation in the workplace, and insufficient facilities and equipment necessary for the safety and protection of employees whose nature and place of work are classified as high risk or hazardous; and
- e. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated above.

**Section 4. Exclusion.** The following cases shall not be acted upon through the grievance machinery:

- a. Disciplinary cases which shall be resolved pursuant to the uniform rules on administrative cases;
- b. Sexual harassment cases as provided for in R. A. No. 7877; and
- c. Union-related issues and concerns.

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Resolution No. 177 s., 2024  
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## Article 2. Composition, Duties and Functions.

**Section 1. Composition.** The Grievance Committee shall be composed of the following:

### University Level

**Chair:** VP for Academic Affairs (for Academic Personnel)  
VP for Administration and Finance (for Administrative Personnel)

**Members:** Chief Administrative Officer-Administration  
University Legal Officer  
Faculty Association Representative (for Academic Personnel); and  
Non-Teaching Association Representative from 1st Level for 1st  
Level Employee or 2nd Level for 2nd Level Employee (for  
Administrative Personnel)

**Secretariat:** Director, Human Resource Management



**Campus Level**

**Chair:** Dean of the college where the faculty belongs (for Academic Personnel)  
Campus Administrative Officer (for Administrative Personnel)

**Members:** Immediate Supervisor  
Campus Faculty Association Representative (for Academic Personnel); and  
Campus Non-Teaching Association Representative from 1st Level for 1st Level Employee or 2nd Level for 2nd Level Employee (for Administrative Personnel)

**Secretariat:** Coordinator, Human Resource Management Officer

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Resolution No. 177 s., 2024  
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**Section 2. Selection of Members.** Only permanent officials and employees shall be appointed or elected as members of the Grievance Committee.

In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered.

The University President or the Executive Director shall ensure equal opportunity for men and women to be represented in the grievance committee.

**Section 3. Duties and Functions.** The duties and functions of the Grievance Committee shall be in accordance with the approved University Grievance Machinery Manual, all applicable laws, and existing rules and regulations.

**Article 3. Grievance Procedures.** Grievance procedures shall be governed by a Board approved Grievance Machinery Manual or in the absence thereof by existing rules and regulations of the Civil Service Commission and other related laws.

All grievances shall be resolved at the lowest possible level, except in instances where the immediate supervisor is the subject of the complaint. In such cases, the grievance may be brought to the next higher authority for resolution.

**CHAPTER XX  
ADMINISTRATIVE DISCIPLINE**

**Article 1. Suspension and Dismissal.** No officer or employee in the University shall be administratively liable except for a valid cause as provided by existing rules and regulations and other related laws and after due process.

**Article 2. Removal by the Board.** The Board as the disciplining authority can remove any member of the academic and non-academic staff or impose any administrative



penalties only for a valid cause after an investigation and hearing in accordance with a Board approved administrative procedure or in the absence thereof by existing rules and regulations of the Civil Service Commission and other related laws.

**Article 3. Proceedings on Disciplinary Cases.** Proceedings on disciplinary cases shall not necessarily adhere to technicalities applicable to the regular courts of justice. However, all procedural steps prescribed by the Board approved administrative procedures or in the absence thereof by existing rules and regulations of the Civil Service Commission and other related laws shall be followed accordingly.

**Article 4. Other Penalties.** Non-disciplinary cases like Invalidation or Disapproval of Appointment, Protest and Revocation of Appointments, Correction of Personal Information in the Records of the Commission, and Dropping from the Rolls shall be governed by existing rules and regulations of the Civil Service Commission and other related laws.

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Resolution No. 177 s. 2024  
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## CHAPTER XXI LEAVE CREDITS, PECUNIARY BENEFITS, AND INCENTIVES

**Article 1. Leave Benefits and Incentives.** Without prejudice to leave laws and policies promulgated by authoritative agencies, employees of the university shall enjoy the following based on the CSC rules and guidelines and other applicable existing laws and regulations:

- a. Vacation Leave
- b. Sick Leave
- c. Teacher's Leave
- d. Vacation Service Credit
- e. Leave without pay
- f. Maternity Leave
- g. Paternity Leave
- h. Extended maternity leave
- i. Adoption Leave
- j. Solo Parent Leave
- k. Rehabilitation Leave
- l. Special Leave Benefits under the Magna Carta for Women
- m. Ten-Day Leave or the VAWC Leave
- n. Special Leave Privilege
- o. Monetization of Earned Leave
- p. Terminal Leave
- q. Mandatory/Forced Leave
- r. Special Emergency (Calamity) Leave
- s. Study Leave
- t. Time Release
- u. Military Service Leave



v. Sabbatical Leave

**Article 2. Pecuniary Benefits and Incentives.** The University shall provide monetary benefits and incentives to faculty members and employees, subject to certain conditions and restrictions.

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## PART III. INSTRUCTION

### CHAPTER XXII ACADEMIC STAFF

**Article 1. Composition.** The academic staff of the university shall be composed of the teaching staff and the academic non-teaching staff as defined hereinafter.

**Section 1.** The members of the teaching staff shall be classified as regular members of the faculty and non-regular staff of the faculty as defined hereinafter.

**Section 2.** The regular members of the faculty shall include the following:

- a. University Professors
- b. Professors
- c. Associate Professors
- d. Assistant Professors
- e. Instructors

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Resolution No. 177 s., 2024  
over p

**Section 3.** The regular members shall have the right to attend and participate in all faculty meetings, and vote in matters affecting instructional or curricular activities.

**Section 4.** The non-regular or part-time members of the faculty shall include the following categories who shall serve in accordance with the terms and conditions of their appointments:

- a. Exchange faculty
- b. Visiting faculty
- c. Visiting lecturers
- d. Contractual instructors
- e. Others whose designations shall be determined at the time of their appointments, e.g. professor emeritus

**Section 5.** The academic rank of the part-time professors shall be determined on the basis of their credentials following the existing evaluation point system.

**Section 6.** The members of the academic non-teaching staff shall include persons holding some academic qualifications and performing academic functions directly supportive of teaching. They are the following:

- a. Registrars
- b. Librarians
- c. Guidance Counselors
- d. Researchers, Research Aides/Assistants, Research fellows and related personnel
- e. Professional Extension Workers



- f. Technical Specialists such as Training Specialists, Information Specialists, Labor Education Officers, Legal Education Officers and related technical positions.

Other academic non-teaching employees that rank under the foregoing categories, as necessary.

The academic non-teaching staff shall have the right to participate in meetings and shall have the right to express their concerns in matters directly affecting their functions.

**Section 7.** Repeated re-appointments to any non-regular position shall not entitle the appointee the right to another reappointment or term.

**Article 2. The Selection and Promotion Board.** PSU shall create a "Human Resource Merit, Selection and Promotion Board" herein referred to as the HRMSPB. This body shall assist the University President in selecting applicants or candidates for appointment subject to confirmation of the Board of Regents (for SG 18 and below) or for approval for SG 19 and above faculty to position/ranks. The members of the HRMSPB for faculty of the University are the following:

- a. The Vice President for Academic and Student Services as Chair;
- b. Vice President for Administration and Finance Management as Vice Chair;
- c. Campus Executive Director as member;
- d. President of the Faculty Association as member;
- e. Senior faculty of the program where vacancy exists as member;
- f. Dean of the College to which the appointee will be assigned as member;
- g. University HRMD Officer as Secretary.

**Article 3. Qualifications for Appointment**

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177 2024  
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**Section 1.** Recruitment of faculty members shall be limited to those who possess at least a master's degree or its equivalent except for those teaching highly technical courses and those with very limited applicants in the discipline.

**Section 2.** The university upholds a strict non-discrimination policy, ensuring all appointments and employment decisions are based solely on merit and fitness, without regard to religion, sexuality, gender, age, or ethnicity. Discrimination or harassment in any form is prohibited, and faculty members shall not teach for or against any specific religious or political groups in their official capacity.

**Section 3.** Members of the faculty of the university shall be exempt from any civil service examination or regulation as a requisite to appointment.

**Section 4.** Appointment and promotion of academic staff shall be in accordance with the University Merit System and Promotion Plan.



**Section 5.** All appointments to part-time positions in the academic staff of those who have full-time appointment in other agencies of the government shall be made only upon written permission from the agency concerned; provided that if they are also teaching in other schools, the total teaching load shall be within the minimum allowable limit provided by law.

**Section 6.** The university shall discourage nepotism in appointments to the academic staff of the university, except in cases allowed by law where the interest of the university requires otherwise and the Board so decides.

**Section 7.** No person shall be eligible for appointment or reinstatement as a regular member of the faculty of the university during the term for which he has been elected to any political office.

**Section 8.** No person who has been defeated as a candidate for any political office in an election shall be eligible for appointment or reinstatement as a regular member of the faculty within a year after the election.

**Section 9.** No person shall be appointed to the faculty on a full-time basis if said person is on the staff of another institution, except under consortium arrangements, provided, that when the immediate requirements of the university justify the appointment and no other applicant approximates the needed high professional and scholastic competence, such person may be appointed on a year-to-year basis until another, who possesses the desired competence is available for regular appointment.

**Section 10.** All members of the faculty shall be appointed by the Board.

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BOARD OF REGENTS

Resolution No. 177 s. 2024  
OUBS p

**Section 11.** The minimum number or quota of university professors shall be based on relevant memoranda and circulars. Only one (1) position of College/University Professor per college/university shall be authorized for every cycle. Candidates to said rank shall be required to undergo screening as may be stipulated in appropriate issuance.

**Section 12.** No person who resigned or is separated from the service whose age is beyond 50 years shall be re-appointed, re-employed or reinstated.

#### Article 4. Terms and Conditions of Appointment

**Section 1.** The precise terms and conditions of every appointment for both academic and administrative personnel shall be stated in writing. In case of non-renewal of a temporary appointment, the person concerned shall be informed in writing at least thirty (30) days before the termination date in accordance with existing Civil Service laws. An appointment with tenure may be terminated only by resignations, retirement, death or removal for cause after due process.



**Section 2.** The nature of appointment to the teaching position shall be in accordance with the University Merit System and Promotion Plan;

**Section 3.** For contractual and part-time faculty, the terms and conditions of appointment shall be governed by the provisions specified in the contract.

## Article 5. Compensation

**Section 1.** Regular members of the faculty who are full-time or part-time shall receive compensation in accordance with the existing rate prescribed for State Universities and Colleges for each academic rank.

**Section 2.** Honorarium shall be given to the following for each hour of actual service rendered in accordance with schedules fixed by law, subject to the approval of the Department of Budget and Management.

Visiting professors, lecturers and exchange faculty Academic staff who will be assigned to perform tasks other than teaching in excess of their regular load prescribed by the university.

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Resolution No. 177 s., 2024  
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## Article 6. Tenure and Rank

**Section 1.** All appointments in the academic staff shall be in accordance with existing Civil Service laws and University Merit System and Promotion Plan.

**Section 2.** A temporary appointment may be renewed every academic year but in no case shall the faculty concerned become permanent after 4 years or earlier as the case may be unless he/she shall have finished his/her masteral degree. An academic year consists of two semesters and one summer term.

**Section 3.** Nothing herein provided shall preclude the university from extending appointments to the faculty on a contract basis as governed by the terms and conditions of the contract.

**Section 4.** The same requirements herein specified shall apply to promotions to ranks, except that tenure already earned shall be respected.

**Article 7. Resignation.** No resignation by a faculty member shall take effect sooner than thirty (30) days after the same shall have been submitted in writing to the University President through channels, unless sooner duly approved by the President.

## Article 8. Fellowships and Exchange/Fellowship Privileges

**Section 1. Regular Fellowship (Full).** Fellowships for faculty development shall be created on the basis of the greatest need of, and usefulness to the University.



Fellowship shall be awarded by the President upon recommendation by the head of the unit concerned, of the most able, promising and deserving in the line of study selected.

**Section 2.** In exceptional cases, as determined by a duly constituted committee no member of the faculty below the rank of Associate Professor shall be appointed to a university fellowship.

**Section 3. Partial Fellowship.** Members of the faculty who obtained fellowships from other entities may be granted partial fellowships under such terms and conditions as may be determined by the Board.

**Section 4.** A member of the faculty receiving any offer of financial aid from any person or organization in the term of fellowships, graduate or research assistantships, or other kinds of remunerative employment to be able to pursue advance or special studies abroad, must obtain the approval of the President.

**Section 5. Local Fellowship.** The head of unit shall recommend to the President promising young faculty members who may be appointed as local fellows by the President to enroll in the university for advance degrees free of tuition with full pay, book allowance and other benefits under such terms and conditions as the Board may stipulate.

**Section 6.** All candidates for fellowship shall undergo a thorough physical and medical examination by the university's health service unit or equivalent government health agency.

**Section 7.** Recipients of university fellowships shall sign a contract under such terms and conditions to be determined by the Board.

**Section 8. Exchange Professorship.** Exchange arrangements and consortia may be made with institutions of recognized standing, both local and foreign. The President upon approval by the Board shall allow exchange professorships with accredited institutions of higher learning for a period of one year, renewable for another year.

In addition to his regular salary, an exchange professor assigned abroad or elsewhere shall be given such assistance as will enable him to maintain the dignity of his position in his place of assignment.

**Section 9. Visiting Professorship.** The President upon approval by the Board shall appoint visiting professors who shall serve in the university for some special purpose for a period of one-year renewable for another year. He may also appoint visiting professors from the university to another institution of recognized standing by special arrangements and conditions mutually acceptable to both institutions.

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BOARD OF REGENTS

Resolution No. 177 s., 2024





## CHAPTER XXIII ACADEMIC FREEDOM

**Article 1. General Declaration.** The University shall enjoy academic freedom in accordance with Article XIV, Section 5, paragraph 2 of the 1987 Philippine Constitution, and with such other laws, decrees, and edicts promulgated by duly constituted authorities. It shall also enjoy institutional autonomy.

*Section 5(2), Article XIV of the 1987 Constitution, provides: (2) Academic freedom shall be enjoyed in all institutions of higher learning. (4) The State shall enhance the right of teachers to professional advancement. Non-teaching academic and non-academic personnel shall enjoy the protection of the State.*

The institutional academic freedom includes the right of the school or college to decide for itself, its aims and objectives, and how best to attain them free from outside coercion or interference save possibly when the overriding public welfare calls for some restraint. The Constitution allows merely the State's regulation and supervision of educational institutions, and not the deprivation of their rights.

As an institution of Higher Learning the Pangasinan State University upholds and exercises academic freedom, consistent with the declaration, in the 1987 Philippine Constitution, that "*Academic Freedom shall be enjoyed in all institutions of higher learning.*"

Academic freedom is the freedom of teachers, students, and academic institutions to pursue knowledge wherever it may lead, without undue or unreasonable interference.

### **Article 2. Academic Freedom of the University**

Pangasinan State University can determine for itself on academic grounds (1) Who may teach, (2) What may be taught, (3) How it shall be taught, (4) Who may be admitted to study.

### **Article 3. Academic Freedom of Teachers/ Personnel**

The University shall not impose any limitation upon the teacher's freedom in the presentation, delivery, explanation, discussion, and the manner how the course is to be taught in any subject/courses in the classroom and other areas of learning (places of learning) or in public addresses and publications by the faculty members.

The University shall not place any restraint upon the teachers' freedom in the choice of subjects for research and investigation undertaken on the individual member's and/or group's own initiative. The University thus recognizes the following:

1. Freedom in research and the publication of the results, subject to the adequate performance of his/her other academic duties;



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Resolution No. 177 s., 2024

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2. Freedom in the classroom in discussing his/her subject less controversial matters which bear no relation to the subject;
3. Freedom to exercise and practice one's profession; and
4. Freedom from institutional censorship or discipline, limited by his/her special position in the community.

However, when they speak or write in public involving political and controversial matters, they are free to express their opinions without fear from institutional censorship or discipline, but they must show restraint and clearly indicate that they are not speaking for their institution.

#### **Article 4. Academic Freedom of Students**

Academic freedom of students includes freedom to learn, explore, and challenge ideas while building and sharing their opinions in the classroom or university.

### **CHAPTER XXIV ACADEMIC CALENDAR AND CLASSES**

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Resolution No. 177 s., 2024  
6/23/24 e

**Article 1. Academic Calendar.** The general framework of the academic calendar in the graduate and undergraduate programs of the University shall be within the calendar issued by the Commission on Higher Education (CHED) and the details thereof shall be prepared by the University Registrar in consultation with the Director for Curriculum and Instruction and Vice President for Academics and Student Services.

**Section 1.** The calendar year shall consist of two (2) semesters and one midyear term. The number of days or weeks shall be based on the CHED prescribed minimum number of days or weeks. The academic calendar shall be approved by the Board.

**Section 2.** All class hours lost due to fortuitous events such as typhoons, earthquakes, pandemics, and any perceived imminent danger may be offset depending upon the discretion of the University President or his/her authorized representative. However, the PSU Learning Continuity Plan may be implemented ensuring that PSU continues to exist and deliver its essential and crucial functions regardless of any disaster or health emergencies that might occur.

**Article 2. Schedule of Classes.** The schedule of classes in the graduate and undergraduate programs shall be prepared by the department chair or program chairs or his/her equivalent, in accordance with the academic calendar and curriculum of the program. The schedules shall be reviewed by the academic dean for final approval of the Executive Director or his/her equivalent.

**Section 1.** All campus academic and co-curricular affairs of the campus or university shall be endorsed by the Executive Director and the Vice President for Academics and Student Services to be approved by the University President. Only scheduled



and approved co-curricular activities shall be implemented to avoid frequent disruption of classes.

### Article 3. Class Size

**Section 1.** The minimum number of students to open a class and its corresponding class size shall be based on prescribed rules and guidelines such as the Policies, Standards and Guidelines (PSGs) of each degree program, the level of instruction, the nature of the subject, the carrying capacity of the department handling the program and other factors that promote conducive to teaching-learning process as determined by the department chair and college dean.

**Section 2.** Each curricular program and campus shall adhere to the student quota in the undergraduate level as approved by the University President.

**Section 3.** No graduate class shall be opened unless there are at least ten (10) students. However, a section with only one student may be open provided that the subject is the only one remaining, as shown in the student's approved study plan or scholarship. The opening of the course shall be in accordance with the relevant policies and guidelines regarding payment of tuition and miscellaneous fees involving the opening of a section less than the minimum class size.

**Section 4.** No class shall be divided into sections to suit personal convenience or to increase the teaching load of the individual instructor/ professor.

### Article 4. Dismissal of Work and Change of Schedule

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Resolution No. 177 s. 2024  
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**Section 1.** Classes in a program, department, or college shall not be dismissed nor changed without the knowledge of the department chair or college dean and approval of the Executive Director or his/her equivalent except in cases of fortuitous events for which report shall be submitted to the University President. Unless otherwise specified, dismissal/suspension of classes shall not include suspension of work.

**Section 2.** Classes may be suspended during Department/College/University-wide activity that requires the attendance of the faculty and/or students upon the order of the Executive Director and/or University President or their duly authorized representatives.

**Section 3.** No class shall be suspended for any reason other than those provided in the preceding three sections unless authorized by the University President or his/her duly authorized representative.



## CHAPTER XXV ADMISSION AND REGISTRATION

**Article 1. Admission.** No student shall be denied admission, whether in the graduate or undergraduate program, in the university by reason of race, age, sex, socio-economic status, religious belief, political affiliation, conviction or ideology.

**Section 1.** Every applicant for admission in the undergraduate and graduate level must meet the approved admission requirement.

**Article 2. Entrance Requirements.** All applicants for admission who qualified in the program applied for are required to submit the approved entrance requirements prior to registration.

**Article 3. Registration and Enrollment.** Registration period for all students shall be in the days specified for enrolment in the University academic calendar. No student will be registered in any subject or course two (2) weeks after the regular opening of classes.

**Section 1.** An undergraduate student who has registered for courses and is eligible for the Free Higher Education program may proceed with enrollment. However, students who are not eligible for the program must settle the required fees before enrolling. Likewise, graduate students are required to pay the necessary fees prior to enrollment.

**Section 2. Cross-Registration.** Students from other institutions wishing to cross-register at the University must meet the approved requirements. Similarly, a bona fide PSU student may cross-enroll at another institution by obtaining a permit and fulfilling the necessary criteria for cross-enrollment.

## CHAPTER XXVI STUDENTS AND CLASSIFICATION

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Resolution No. 177 s., 2024  
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**Article 1. Classification of Students.** Students are those who are enrolled in and who regularly attend classes in Pangasinan State University.

**Section 1.** Students shall be classified as follows:

- a. **Regular Students.** Those who are enrolled/registered for credits and who carry the full load for a given semester under the curriculum in which they are enrolled including the case of graduating students who may carry less than the full load for purposes of completing the requirements of the curriculum or degree.
- b. **Irregular Students.** Those who are registered for formal credits but who carry less than the load for a given semester under the curriculum in which they are enrolled.



- c. **Transfer Students.** Those who come from other institutions where they started studying for courses and who have been duly transferred after qualifying for admission into the University.
- d. **Foreign Students.** Those who are not citizens of the Philippines who are officially enrolled in the University.
- e. **Exchange students.** Those who are approved to study for a period of time through an organized arrangement between PSU and educational institutions (student exchange programs)
- f. **Micro-credentials/Short-Term Courses/Massive Open Online Courses Learners.** Those who are enrolled in short-term courses, micro-credentials, or online courses at the university

## CHAPTER XXVII ACADEMIC LOAD

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Resolution No. 177 s. 2024  
OUBS

### Article 1. Regular Academic Load

**Section 1.** One lecture unit is equivalent to eighteen (18) hours of instruction within a semester or term. One laboratory unit is equivalent to two (2) to three (3) contact hours. The equivalent number of hours per unit shall follow the policies and guidelines set by CHED.

**Section 2.** An undergraduate student shall carry the prescribed number of units in the program per semester or midyear term. A graduating student, as a special case, may be permitted to carry more than the prescribed number of units provided s/he is on his/her last semester as per existing Policies, Standards, and Guidelines of CHED and Board-approved policies.

**Section 3.** In the midyear of the academic calendar, the regular load of students shall follow the prescribed units in the curriculum. However, irregular students who intend to enroll in courses available during the midyear term shall have a maximum of nine (9)-unit lecture courses or six (6) units of technical/ laboratory subjects.

### Article 2. Academic Overload

**Section 1.** Students who incur a failing grade are not allowed to have an overload, and policies on academic deloading shall be implemented.

**Section 2.** In cases where the students may be allowed to carry academic overload, the criteria shall be based on the existing policies and guidelines indicated in the Student Handbook.

**Section 3.** Any senior/graduating student, regardless of his/her general weighted average in all courses taken, may be allowed to carry an overload of no more than



six (6) units of courses as specified in the curriculum provided that the rule of pre-requisites is not violated.

**Section 4.** Only graduating students are allowed to carry more than the regular load but not to exceed 30 units, subject to their academic standing and with approval of a written request recommended by the College Dean and Registrar, approved by the Executive Director or his/her equivalent.

## CHAPTER XXVIII CURRICULAR CHANGES

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Resolution No. 179 s. 2024  
OUBS

**Article 1. Withdrawal from Enrolment.** A student seeking to discontinue his/her studies for valid reasons must submit an official notice and secure approval from the Executive Director or his/her authorized representative. The student must also submit a clearance. Any withdrawal without proper notice or approval will result in a "failed" mark at the end of the term and a student may lose his/her registration privileges.

**Article 2. Dropping of Subject/s.** Dropping a subject shall be allowed before the midterm examination. After midterms, students may only drop a course due to illness or other valid reasons. A dropping form must be submitted to the Registrar's Office, along with the required fee. Any student who drops a course without approval from the Executive Director or his/her representatives will receive a grade of 5.00 marked as "failed" and may lose his/her registration privileges.

**Article 3. Adding, Changing, Substitution of Subject/s.** Adding, changing and substitution of subjects for valid reason is allowed within the first two weeks of classes, pending evaluation by the Department Chair and approval from the relevant authorities. Students must complete the required forms and submit to the Registrar's Office along with the required fees. Subjects added or changed without prior approval will not be credited.

**Article 4. Changing Sections and Schedule.** Change of sections or classes is permitted only for valid reasons within two weeks from the official start of classes and subject to the approval of the Department Chair and relevant authorities.

**Article 5. Program Shifting.** A student admitted into the University may change programs if they meet the required grades and other criteria. When shifting, students must follow the latest curriculum of their new program at the time of enrollment. Students can only shift to another degree program within the University once.



## CHAPTER XXIX TRANSFER OF STUDENTS

### Article 1. Transfer of Students - Undergraduate Program

**Section 1.** Transfer of students from a CHED recognized higher educational institution to the University shall be allowed under the following conditions:

- a. The weighted average grade is 2.5 or better and has not received a failing mark
- b. The student has completed not more than 50 percent of the unit requirement for the course; and
- c. The transferee complies with other requirements for admission of the program University and the program.

**Section 2.** Transferees can have their courses from other institutions accredited by presenting an original transcript of records or a certified true copy of grades signed by the Registrar only after admission. The Department Chair or College Dean will assess the transferees' credits and grant credit if the courses were completed within five years before enrolling at the University.

**Section 3.** The University reserves the right to accept or to refuse applicants and/or transferees and also to drop or dismiss those who submit fake credentials or documents and make false statements in their application for transfer.

## CHAPTER XXX EXAMINATIONS AND RATING SYSTEM

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Resolution No. 177 s., 2024  
OUBS

### Article 1. Examination and Grades (Undergraduate Level)

**Section 1.** Examinations are integral components of instruction and shall be administered by the instructor subject to university policies/rules to evaluate student performance.

**Section 2.** As a general rule, midterm and final examinations are administered each semester or middle term. This is compulsory for all undergraduate courses except in laboratory courses and the like wherein at the discretion of the faculty member concerned, a special procedure other than a final examination may be prescribed.

**Section 3.** Students who failed to take midterm and final examinations because of illness and/or some other serious reasons are allowed to take a special examination upon presentation of valid documents.

**Section 4.** The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.



**Section 5.** Whether separate grades will be given or not for the lecture and laboratory classes of a course will depend upon the policy being observed in the particular program or campus where the student concerned is enrolled in.

**Section 6.** As a general rule, midterm and final examinations are given each semester or middle term. However, a student who has manifested academic excellence during the term may be exempted in the final examination based on the approved university guidelines.

**Section 7.** The instructor/professor is the sole authority in determining and giving grades to his/her students.

**Section 8.** At the undergraduate and graduate levels, every faculty member shall submit his/her report of grades as soon as possible but not later than ten (10) working days after the last day of the examination period at the end of each term or as determined in the EOMS process. In justifiable cases, deviation from this rule may be authorized by the Vice President for Academics and Student Services or its equivalent.

**Section 9.** No faculty member shall change any grade after the report of record has been filed with the Registrar. In cases where an error has been committed, the faculty member concerned may make proper corrections upon the authority of the Campus Academic Council on the recommendation of the Dean concerned. If the request is granted, a copy of the authorization, as reflected in the resolution in the minutes of the meeting of the council, shall be forwarded to the Office of Registrar for recording and filing with the student's permanent record. However, in no case shall the grades be changed beyond one (1) year after initial filing; nor shall any change operate to the prejudice of the student.

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Resolution No. 177 s. 2024  
6/28/24

## Article 2. Examination and Grades (Graduate Level)

**Section 1.** As a general rule, mid-term and final examinations are given each semester or summer term.

**Section 2.** Students who are absent from examinations because of illness and/or other valid reasons may be allowed to take such provided that a student shall be charged a corresponding fee per subject.

**Section 3.** The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

**Section 4.** Students shall be evaluated on the following areas of graduate work:

1. research oriented works
2. major examinations



- 3. class standing
- 4. class attendance

**Section 5. Comprehensive Examination.** The comprehensive examination is a requirement for a candidate in all programs. A student is not allowed to take the comprehensive examination unless he/she has completed all the academic requirements with corresponding grades/ratings, payment of all financial obligations, submitted all the academic credentials and other required documents of the programs, and has the approved application for the comprehensive examination.

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Resolution No. 177 s., 2024  
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**Article 3. Rating System (Undergraduate Level)**

**Section 1.** Grades of students are computed generally in accordance with the prescribed norms and standards established by the University which shall take into consideration the different nature, orientation and/or emphases of subject courses in the University, i.e., highly cognitive, balanced cognitive, and manipulative, and highly manipulative.

**Section 2.** As part of its general policy, the University shall adopt the BOR-approved criteria and formula for the computation of grades.

**Section 3.** The University shall adopt a uniform rating system using numerical ratings from “1” to “5” where “1” is the highest and with the following letter and percent rating:

NUMERICAL EQUIVALENT	PERCENT EQUIVALENT	LETTER RATING EQUIVALENT	DESCRIPTIVE RATING
1.00	97 and above	A+	Excellent
1.25	94-96	A	Very Good
1.50	91-93	A-	Very Good
1.75	88-90	B+	Good
2.00	85-87	B	Good
2.25	82-84	B-	Good
2.50	79-81	C+	Fair
2.75	76-78	C	Fair
3.00	75	C-	Passed
4.00	70-74	Conditional	Conditional
5.00	65-69	Failed	Failed
INC	Incomplete	INC	Incomplete
DRP	Dropped	DRP	Dropped

**Article 4. Rating System (Graduate Level)**

**Section 1.** The following numerical rating system shall be adopted in the Graduate level.



NUMERICAL EQUIVALENT	PERCENT EQUIVALENT	LETTER RATING EQUIVALENT	DESCRIPTIVE RATING
1.00	97 and above	A+	Passed
1.25	94-96	A	Passed
1.50	91-93	A-	Passed
1.75	86-90	B+	Passed
2.00	80-85	B	Passed
5.00	79 and below	Failed	Failed
INC	Incomplete	INC	Incomplete

**Article 5. Removal of INC or Conditional Remarks**

**Section 1.** The Incomplete (INC) mark shall be removed at least three (3) terms after or a period of one academic year. Failure to remove the INC within the prescribed period shall automatically convert it to 5.00 or failure. In meritorious cases, the period may be extended at the discretion of the faculty member concerned depending on the type of requirements not fulfilled or submitted.

**Section 2.** The faculty member shall convert the INC to 5.00 if the requirements are not completed at the end of the removal period.

**Section 3.** The faculty member shall submit the accomplished completion form to the campus registrar. The registrar then shall be responsible for the encoding of the grades.

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Resolution No. 177 s. 2024 *over*

**CHAPTER XXXI  
SCHOLASTIC STANDING**

**Article 1. Rules on Scholastic Standing**

**Section 1.** Under RA No. 10931 otherwise known as the Universal Access to Quality Tertiary Education Act, PSU Students are provided with free tuition and other school fees.

**Section 2.** PSU, as the need may arise, may provide scholarships as contained in the BOR Resolution No. 47, s. 2009 on the Comprehensive Scholarship Program or its recent equivalent.

**Section 3.** A student shall enjoy only one scholarship support.

**Section 4.** No student who has previously enrolled in a tertiary course shall be eligible for admission as an entrance scholar.

**Article 2. Rules on Academic Delinquency**



**Section 1.** The University Academic Council or unit shall promulgate suitable and effective provisions governing undergraduate delinquent students.

**Section 2.** A student who dropped from another degree program shall not ordinarily be admitted to a degree program in the same campus or within the university unless, after evaluation by the department chair or relevant competent authority, his/her natural aptitude or interests may qualify them for another program of the campus or the University.

**Section 3. Load Reduction.** Any student who fails in one course during a semester may be allowed to enroll in the succeeding semester provided that the academic deloading and retention policies are implemented.

**Section 4. Permanent Disqualification.** Any student who, at the end of the semester or term, fails in 75 percent or more of the academic units in which he/she is officially enrolled for credit shall be permanently barred from admission to any degree program of the University.

**Section 5.** Any student who was dropped in accordance with Section 2 and again dropped in another degree program of the University shall not be eligible for readmission to any degree program of the University.

**Section 6.** Permanent disqualification does not apply to cases where, on the recommendation of the faculty member concerned, the faculty certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grade of "5" shall be counted against him/her for the purpose of this scholarship rule. The Executive Director or his/her equivalent shall deal with such cases on individual merits in the light of the recommendations of the Department Chair and the Dean of Students and Alumni Services or his/her equivalent. Provided, that in no case of readmission to the same or another college or campus shall the action be lighter than probation.

**Section 7.** Required courses in which a student has failed shall take precedence over other courses in his/her succeeding enrollment.

**Section 8.** No readmission of dismissed or disqualified students shall be considered by the Executive Director or his/her equivalent without the favorable recommendation of the Department Chair and Dean of Students and Alumni Services or his/her equivalent; in cases where the action of the CED does not conform with the recommendation of the Department Chair and the Dean of Students and Alumni Services or his/her equivalent such may be elevated to the Vice President for Academics and Student Services Affairs or his/her equivalent whose decision is final.

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Resolution No. 177 s., 2024  
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**Section 9.** Honorable dismissal is voluntary withdrawal from the University with the consent of the Registrar or equivalent official duly authorized by the Executive Director or his/her equivalent and shall be countersigned by the College Dean or his/her equivalent. All indebtedness to the University must be settled before any honorable dismissal shall be issued. The statement shall indicate that the student has withdrawn in good standing as far as character and conduct are concerned.

**Section 10.** A student who leaves the University by reason of suspension or expulsion due to disciplinary action shall not be entitled to an honorable dismissal. His/her transcript of records shall contain a statement of the disciplinary action taken against him/her.

**Article 3. Leave of Absence**

**Section 1.** Prolonged leave of absence shall require written information to the Executive Director or his/her equivalent through the Registrar stating the reasons for the leave and shall specify the period of the leave which shall not exceed one academic year.

**Section 2.** The Campus, through the Registrar, shall notify the parents/guardian of every student granted leave of absence indicating the reason for the same and the amount of money refunded to the student, if any.

**Section 3.** A student who withdraws from campus or university without formal leave of absence may have his/her registration privilege forfeited.

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Resolution No. 77 s. 2024  
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**CHAPTER XXXII  
PRE-REQUISITES FOR GRADUATION, HONORS, AND AWARDS**

**Article 1. Pre-requisite for Graduation (Undergraduate Level)**

**Section 1.** No student shall be recommended for graduation unless s/he has satisfied all academic and other requirements prescribed for graduation. A candidate for graduation shall be recommended by the University Academic Council and duly approved and confirmed by the Board.

- a. Those who have completed all the requirements in the curriculum but did not apply for/ or graduation, nor were granted, the corresponding degree or title shall be approved for the current year when their graduation was endorsed by the University Academic Council.
- b. Those who have completed all but three subjects or less required by the old curriculum may continue if the subjects are still offered or can be taken through approved special classes: if not, they will have to follow the newest curriculum.



**Section 2.** Candidates for graduation who shifted from another degree program shall be governed by the following rules:

- a. Those who have shifted from another degree program shall follow the newest curriculum of the new program under study.

**Section 3.** At the beginning of the last curriculum year of students in an academic program, the Registrar shall certify to the College Dean the eligibility of students for graduation during the school year indicating deficiencies, if any, that can be removed during the school year. Ten (10) weeks before the end of the last semester, the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

**Section 4.** All candidates for graduation shall have their deficiencies cleared and their records completed not later than five (5) weeks before the end of their last semester, except in academic and non-academic courses in which the students are enrolled.

**Section 5.** No student shall graduate from the University unless s/he has completed at least two (2) years of residence prior to graduation

**Section 6.** No student shall be issued a diploma, certificate and transcript of records without submitting a clearance for all obligations and responsibilities

## Article 2. Requirements for Graduation (Graduate Level)

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**Section 1.** No student shall be recommended/awarded a graduate degree without fully completing his/her academic requirements and successfully passing the oral examination of the thesis or dissertation he has written.

**Section 2.** A candidate for graduation shall submit the successfully completed thesis or dissertation in at least six (6) bound copies which must contain the official certification and approval of the Thesis/Dissertation Examination Panel and acceptance of Executive Directors of the School of Advanced Studies or Open University System. Likewise, the candidate shall submit the e-copy of the paper.

**Section 3.** A candidate for graduation from the master's degree program must have a published paper in an international refereed journal. On the other hand, a candidate for graduation from the doctorate degree program must have a published paper in an international refereed journal and have undergone public defense.

**Section 4.** The candidate shall present his/her paper in the symposium organized and conducted by the School of Advanced Studies (SAS) and Open University System (OUS).



**Section 5.** The candidate shall see to it that all collectible accounts are paid before filing an application for graduation and must pay the corresponding graduation fees. He/she shall submit a clearance from all obligations and responsibilities as a requirement for the release of his/her diploma and transcript of records.

### Article 3. Graduation with Honors for Undergraduate Level

**Section 1.** Only the subjects prescribed in the completed curriculum taken from PSU or those credited from other higher education institutions (in case of a transferee) shall be included in the computation of the weighted average grade to determine whether a candidate for graduation qualified for Latin honors. NSTP shall not be included in the computation of the weighted average grade.

**Section 2.** Candidates for graduation who complete their courses with the following GPA shall receive the corresponding Graduation Honors

- 1.00 – 1.20 - Summa Cum Laude
- 1.21 – 1.45 - Magna Cum Laude
- 1.46 – 1.75 - Cum Laude

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**Section 3.** To graduate with honors a student must:

- a. carry the required load per term continuously and without interruption as prescribed in the curriculum pursued, unless the student obtains an approved leave of absence for a maximum of one academic year.
- b. have completed in PSU at least 75% of the total number of academic units and have been in residence for at least two years immediately before graduation
- c. not committed an act involving moral turpitude
- d. obtained a Weighted Average Grade (WAG) of 2.00 or above in all the subjects prescribed in the completed curriculum
- e. satisfy all other indicated criteria to graduate with honors as indicated in the Board-approved Student Handbook.
  - e.1. He/she has no grade lower than 2.00 in any of his/her subjects in the prescribed and completed curriculum
  - e.2. He/she has no failed grade in the prescribed and completed curriculum
- f. Candidates for graduation who are disqualified for academic honors but have excellent academic performance and those with a weighted average grade of 2.00 or above with no Dropped or Failing Grade shall be awarded Academic Distinction. However, this shall exclude candidates for graduation who have committed an act involving moral turpitude.

**Section 4.** Candidates for graduation who are disqualified for academic honors but have excellent academic performance and those with a weighted average grade of 2.00 or above with no Dropped or Failing Grade shall be awarded Academic Distinction. However, this shall exclude candidates for graduation who have committed an act involving moral turpitude.



**Article 4. Commencement and Baccalaureate Exercises**

**Section 1.** The Vice President for Academics and Student Services shall be responsible for the University Commencement Exercises and may be assisted by other University officials. Baccalaureate and Recognition Exercises may be conducted by component campuses with the Executive Director as the official fully responsible for the activities with the approval of the University President.

**Section 2.** The Commencement Exercises for graduating students of the University, except those who are to receive titles and certificates below the bachelor's degree, shall be held on the same day as the date fixed for graduation in the academic calendar or as approved by the PSU Top Management.

**Section 3.** Attendance at general commencement exercises shall be a requirement. Graduating students who choose not to participate in the general commencement exercises shall inform their respective Department Chairs and CEDs or their duly designated representative at least ten (10) days before the commencement exercises.

**Section 4.** Graduating students who absent themselves from the commencement and baccalaureate exercises without being excused, as provided for in the preceding section, shall not be awarded their diplomas or certificates until such time as they attended regular commencement and baccalaureate exercises; provided, however, transcript of records may be issued when this is legally required for the taking of any examination to be given by any legal body or agency or for employment before the next commencement and baccalaureate exercises.

**Article 5. Academic Costumes.** Candidates for graduation with degrees, titles, or certificates, as well as members of the academic staff of the University and key University officers, shall be required to wear approved academic costumes during the baccalaureate services and commencement exercises in accordance with the rules and regulations of the University.

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Resolution No. 179 s. 2024  
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**CHAPTER XXXIII  
MISCELLANEOUS PRIVILEGE/RIGHTS DUTIES AND  
RESPONSIBILITIES OF STUDENTS**

**Article 1. Learning Resource Center.** Each campus shall have a library which will serve as an information center providing printed and multimedia resources and services. The library shall provide library instruction, borrowing and returning services, reference, and information services (online and onsite) that support the four-fold functions of the institution and shall operate on an open-shelves system.

**Article 2. Medical and Dental Services.** There shall be medical and dental services which must be available to students, faculty and staff on a year-round program Each



campus shall organize at least a team of four medical and dental personnel consist of: one physician, one nurse, one dentist and one dental aide who must provide the basic medical and dental services Such as physical examination, physical check-up and diagnosis, first-aid, dental care, referral and consultation services including health and environmental sanitation education.

**Article 3. Guidance Services.** Each campus shall organize a guidance office that provides guidance services to students on a year-round program. The Guidance Office shall provide at least the basic guidance services such as: Counseling, Psychological testing, Individual Inventory, Follow-up, Placement, Information, Referral and Consultation. Each campus shall have at least one registered Guidance Counselor for every 1000 students.

**Article 4. Alumni Affairs.** Each campus shall organize an alumni affairs service office for coordinating alumni relations with the University. It shall provide, among others, the following services: establish and regularly update an alumni directory; communicate and conduct alumni follow-ups; coordinate and represent the campus administration in alumni meetings; arrange proper representation of the alumni association in campus and university affairs; and extend services to the alumni and the association that would promote the attainment of their goals and objectives. There shall be an organized University Alumni Association. This organization shall be composed of all bona fide alumni of the University

**Article 5. Scholarships, Financial Assistance and Incentives.** The University shall offer scholarships and financial grants to students who meet set criteria. Incentives are also given to students who excel in regional, national and international competitions and to graduates who top the board examination.

**Section 1.** The Office of Student Services shall take charge of all types of scholarships, financial assistance and incentives for students and alumni.

**Section 2.** All students who meet the requirements set by RA No. 10931 or the Universal Access to Quality Tertiary Education shall be considered as scholars and are exempted from paying tuition, miscellaneous and other fees stipulated in the law.

**Article 6. Cultural Affairs.** Each campus shall organize cultural groups consisting of students with a designated responsible official to act as the adviser and/or trainer. Groups or a combination thereof which can be initially organized depending upon the availability of resources and talents are the following: choir/glee club, drama and dance troupe, musical band, debating club, interest clubs., etc. These cultural groups shall be supported by the campus/university administration.

**Article 7. Physical Fitness and Sports.** Each campus shall organize a Physical Fitness and Sports Development Office and designate/appoint a responsible official to coordinate the services and/or activities as a regular component of the academic life of the students



as well as the faculty and staff. The unit has the responsibility to plan, implement, monitor and coordinate all physical fitness and sports development programs of the university. Standard facilities and equipment shall be provided by the campus/university administration.

**Article 8. Publications.** Each campus shall have at least one officially recognized student publication. Student publication shall be published by an Editorial Board and staff composed of students selected by fair and competitive examination. Other publications may be put up subject to the approval and implementation of the campus/university authorities

**Article 9. Housing Services.** The University shall provide convenient housing for its students in the form of dormitories. Availing of dormitories shall be in accordance with approved policies and guidelines.

**Article 10. Food Services.** Students should have access to convenient, nutritious and affordable food options in the campus. Canteen, food stalls and other establishments inside the campus which offer food services should adhere to health regulations including food handling, storage, and preparation. Routine inspections shall be conducted to ensure compliance with safety standards.

**Article 11. Student Insurance.** All undergraduate students are enrolled in a group insurance plan. Medical, burial and death benefits are given to students who meet accidents, whether inside or outside of the University/Campus premises within the period of coverage.

**Article 12. Student Government/Clubs/Associations/Societies.** There shall be one legitimate and duly recognized campus student government in each campus. It shall be provided with a duly designated adviser/s from the faculty with the responsibility of providing guidance and direction.

**Section 1.** A University-wide federal type of central student government shall be established by the students in the University. All the Campus central student organizations shall become chapters of the federation.

**Section 2.** Student organizations are classified as mandated organizations and accredited organizations. The former is required and necessary organizations established by the University/campus administration for the development of the students in support of instructional services while the latter are more related to societies which complement the objectives of the mandated organizations but which need to apply for accreditation to be allowed to operate.

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## CHAPTER XXXIV STUDENT CONDUCT, DISCIPLINE AND DISCIPLINARY MEASURES

**Article 1. Duties and Responsibilities of Students.** Every student duly enrolled at Pangasinan State University shall reflect the image of the true Filipino who is imbued with love of God, country and fellowmen; uphold the honor, integrity and dignity of each individual and shall develop high morals anchored on the core values of the University.

**Article 2. Student Discipline.** To achieve and maintain peace and order, decency, and academic excellence, and good moral character, each student shall follow rules and regulations, whether on campus or outside. Any deviation from expected norms of behavior shall be dealt with proper disciplinary action

**Article 3. Disciplinary Measures** A student shall only be subjected to disciplinary action after due process of law. All matters relating to the conduct and discipline of students shall be subject to the jurisdiction of the Office of Student Affairs, the Campus Executive Director, and the University President in that order. Disciplinary actions may be in the form of Verbal or Written Warning, Reprimand or Restorative Actions, Community Service, Suspension, Exclusion, or Expulsion from the University.

**Article 4. Student Offenses.** Student offenses are classified as major offense or minor offense.

**Section 1:** Major Offenses are serious violations of the university policies, rules and regulations that disrupt the academic environment, endanger the safety and well-being of the university community, or undermine the institution's values and integrity. These offenses involve intentional misconduct, gross negligence or actions which have severe consequences for individuals or the institution.

**Section 2. Minor Offenses** are less severe violations of university policies, rules and regulations that may disrupt the peace and order within the university but do not pose significant harm to any individual or the institution. These infractions are more often low-impact behaviors that require corrective rather than harsh punitive measures.

**Article 5. Academic or Scholastic Disabilities Inherent to Disciplinary Penalties.**

**Section 1.** The following shall form the academic/scholastic disabilities inherent to disciplinary penalties.

1. Disqualification from or withdrawal of resident scholarship grant
2. Disqualification from academic honors
3. Disqualification from employment as student laborer
4. Disqualification from officership in student organizations
5. Disqualification from membership in any official delegation and representation of the University

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**Section 2.** The imposition of academic or scholastic disabilities shall be at the discretion of the University President provided, however, that reprimand shall not carry with it any academic or scholastic disability.

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## PART IV. RESEARCH, EXTENSION, AND INNOVATION

### CHAPTER XXXV GENERAL POLICIES

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**Article 1. Scope.** The Research Development, Extension, and Innovation Services shall be carried out to complement the Instruction and Production functions of the University. The University Research Program shall include but not limited to socio-economic studies, technological, agricultural, natural resources and gender and development. On the other hand, the Extension activities shall include the conduct of short-term non-degree courses, outreach and volunteer projects and activities, project development, applied communication projects and training or continuing education programs.

**Section 1.** Formal and non-formal education in the University shall be given equal emphasis.

**Section 2.** Training programs that would lead to short-term non-degree courses, skills and leadership training and functional literacy shall be pursued, including trainer's training programs.

**Section 3.** Varying strategies shall be adopted in carrying out various programs. A pool of experts within the University capable of conducting extension services and innovation/start up programs shall be identified and structured. External specialists on consultancy/invitational basis can be employed upon prior approval of the University authorities.

**Section 4.** The thrusts of the extension programs and activities of the University shall be primarily addressed in the transfer of technology to improve the quality of life (basic necessities) of rural inhabitants in the localities served by the University. This applies to the provision of food, clothing, shelter and ecological balance.

**Section 5.** The extension program shall be based on the products of research as previously generated and verified. Such must have been proven to be adaptable to the existing project system where would-be beneficiaries/clientele are situated.

**Section 6.** A system of needs assessment and prioritization shall guide the extensionists/change agents in planning and implementation of extension programs, projects and activities.

**Section 7.** In the development of short-term and long-term plans for extension in the University, the enunciated programs and activities of line agencies of the government such as TESDA, LGUs, DA, DSWD, etc. (national and local levels) and NGOs like FYDP, RIC, Parish Council, etc. be considered for maximum collaboration so as to minimize duplication of programs and waste of resources.



**Section 8.** Each campus of the University including SAS and OUS shall formulate its research and extension agenda in line with its area of expertise in accordance with the University's mission, goals, objectives and thrusts.

**Section 9.** Every member of the academic and non-academic staff with potential shall be encouraged to engage in research and extension activities and such activities shall form part of the merit promotion of the University.

**Section 10.** Research, extension, and innovation activities being undertaken by academic staff may constitute a part of the workload in accordance with the existing guidelines of the University.

**Section 11.** Research and extension, and innovation activities may be initiated by the department/program/college or undertaken at the request of or in cooperation with persons or agencies, local or foreign (GOs or NGOs). Provided that such activities shall be in accordance with existing University policies.

**Section 12.** The University shall establish linkage with GO's and NGO's local or foreign, under such conditions as deemed most suitable for the purpose of attaining common objectives.

## CHAPTER XXXVI GENDER AND DEVELOPMENT (GAD)

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**Article 1. Declaration of Policy.** The University recognizes the importance of Gender and Development (GAD) in fostering an inclusive, equitable, and gender-sensitive academic community. All offices, divisions, and campuses shall actively contribute to the implementation of GAD plans and activities as part of their essential functions.

### Article 2. Establishment and Functions of the GAD Unit

**Section 1. Purpose and Objectives.** The Gender and Development (GAD) Unit is established to promote gender equality, prevent gender-based discrimination, and foster an inclusive environment within the university.

The GAD Unit shall (a) formulate, implement, and monitor policies that support gender equality, (b) conduct gender sensitivity training and educational programs, (c) advocate for gender-responsive initiatives and support individuals affected by gender-based discrimination or violence, and (d) ensure gender mainstreaming across all university policies and practices.

**Section 2. Scope and Coverage.** This Gender and Development (GAD) Unit applies to all aspects of university life and operations, including academic programs, administrative services, student activities, and community engagements. It covers the following entities within the university:



**Students.** Includes all undergraduate, graduate, and non-degree-seeking students enrolled in the university;

**Faculty and Academic Staff.** Encompasses all teaching, research, and academic support personnel across various colleges, departments, and academic units;

**Administrative and Support Staff.** Involves all personnel responsible for the administrative functions of the university;

**University Affiliates and Partners.** Includes contractors, consultants, volunteers, and other stakeholders associated with university activities, either on or off-campus;

**Visitors and Event Participants.** Refers to individuals present on campus or participating in university-sponsored events.

**Section 3. Composition.** The GAD Unit shall be led by a GAD Director, appointed by the Board through the University President. There shall also be a Gender and Development Focal Point System Committee consisting of the Executive headed by the University President, and the Technical Working Group headed by the University GAD Director, and the representatives from faculty, staff, students, and administration to provide support.

**Article 3. Roles and Responsibilities of Offices and Divisions across the University.** All offices, divisions, and campuses shall ensure the integration of GAD principles into their programs, policies, and initiatives. The implementation of GAD activities shall reflect a unified and collaborative effort across the University to promote gender equality and inclusivity.

**Article 4. Funding.** The university shall allocate at least 5% of its annual budget to support GAD programs, in accordance with national GAD funding requirements.

**Article 5. Equal Representation.** The University shall promote equal opportunity for men and women to participate in GAD-related programs, committees, and activities, in alignment with the principles of gender equity.

**Article 6. Oversight and Compliance.** The University President through the GAD Unit shall oversee the effective integration of GAD plans across all units, ensuring adherence to institutional, national, and international gender equality standards. Regular assessments and reports on GAD implementation shall be conducted to measure progress and identify areas for improvement.

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Resolution No. 137 s 2024  
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## PART VI. PRODUCTION AND AUXILIARY SERVICES

### CHAPTER XXXVII BASIC POLICIES, SCOPE, AND GUIDELINES

**Article 1. Declaration of Policy.** The Production and Auxiliary Services Office shall support and enhance the university's educational operations by sustaining and reinforcing income-generating projects. This includes initiating, implementing, and evaluating projects across university colleges, offices, and service units; establishing, maintaining, and enhancing functional linkages with agencies and institutions for production-related activities; and exploring additional methods to increase the university's income, aiming to develop the University into a leading industry-driven institution.

**Article 2. Significance.** Production and Auxiliary Services is a diverse group of service units offering goods and services to the University community that are essential to academic and administrative success. By providing convenient, user-friendly, customer and cost-effective goods and services, Production and Auxiliary Services supports the University's mission and enhances the student experience.

**Article 2. Scope.** Only projects approved by the Board shall be implemented.

**Article 3. Guidelines.** The operation of the Office of the Production and Auxiliary Services requires setting up of appropriate mechanisms to effectively implement the policy guidelines, complimented by detailed procedures. These production and auxiliary services programs shall help substantiate the Project Operations of the University.

**Section 1. Submission of Financial Reports.** A consolidated financial statement of operation shall be submitted regularly by the concerned offices to the Office of the University President.

**Section 2. Guidelines on Financial Management Systems.** The University shall come up with a financial management system for the expenditures of the revenue generated from Income Generating Projects.

- a. Fund 06 (Income Generating Fund) is identified as the source of funds in the operation of IGP in the campus and the initial fund to operate a project is reflected in the approved farm plan and budget submitted by the Project Manager.
- b. Each IGP shall have its subsidiary ledger to reflect the different transactions and/or expenses incurred and the sources of revenues generated during a certain production period.
- c. Funds for a particular project cannot be used by another project unless allowed by the concerned Project Manager and approved by the University President subject to PSU BOR approval.

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Resolution No. 177 s. 2024

62



### **Section 3. Guidelines in the Monitoring and Evaluation System**

- a. Submission of quarterly reports by the Project Manager and Campus Production Coordinator to the Office of the Director for Production & Auxiliary Services.
- b. Regular visitation of the Production Campus Coordinator and the Executive Director
- c. Conduct of performance evaluation after each production cycle
- d. Conduct of project analysis by a select committee to be presented during the performance review.
- e. Conduct quarterly meetings of Campus Production Coordinators.
- f. Spot-checking on the status of the project by the Director for Production & Auxiliary Services or any representative from the Office of the Vice President for Administration and Finance Management.

## **CHAPTER XLII THE SCHOOL OF ADVANCED STUDIES (SAS)**

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**Article 1.** The School of Advanced Studies (SAS) embodies a multifaceted and comprehensive approach to graduate education, grounded in a strong rationale that fosters academic excellence and intellectual growth. Its rationale lies in the belief that education is not merely about disseminating information but about cultivating critical thinking, creativity, and a lifelong passion for learning. SAS aims to provide a platform for professionals to delve deeper into their fields of interest, encouraging research, exploration, and innovation. The SAS recognizes the inherent diversity of knowledge and fosters interdisciplinary collaboration, acknowledging that complex global challenges require multifaceted solutions. By prioritizing academic rigor, SAS aims to produce graduates who are well-equipped to contribute meaningfully to their respective fields and make a positive impact on society

**Article 2. Course Offerings.** PSU-SAS is authorized to offer the following programs: Doctor of Education, Doctor of Philosophy, Master of Arts in Education, Master in Business Administration, Master in Development Management, Master in Management Engineering, Master in Public Administration and Master in Agriculture. The Board may authorize the offering or removal of a program subject to rules and regulation promulgated.

## **CHAPTER XLIII THE OPEN UNIVERSITY SYSTEM (OUS)**

**Article 1.** The Pangasinan State University - Open University Systems is the distance learning unit of Pangasinan State University that produces graduates who are dynamic, self-reliant, morally upright, gender-responsive, and globally competitive professionals, with determined competencies in the pedagogy of technologically innovative



mechanisms, research generation and utilization and relevant extension programs designed to contribute to the realization of national and international development goals.

**Article 2. Course Offerings.** PSU-OUS is authorized to offer the following programs: Doctor of Education, Master of Arts in Education, Master in Development Management and Master of Science in Fisheries. The Board may authorize the offering or removal of a program subject to rules and regulation promulgated.

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Resolution No. 177 s. 2024  
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**CHAPTER XLIV**  
**THE EXPANDED TERTIARY EDUCATION AND EQUIVALENCY**  
**ACCREDITATION PROGRAM (ETEEAP)**

**Article 1. Description.** The Pangasinan State University is one of the deputized higher education institutions in the country authorized to offer degree programs through the non-traditional and alternative mode of learning delivery. The PSU-Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) is a comprehensive program of identifying, assessing, validating, and assigning equivalent undergraduate level of prior learning from formal, non-formal and informal training and relevant work experiences and completion of competency enrichment and other program requirements toward the final granting of appropriate academic degrees. (CMO No. 29 s., 2021)

**Article 2. Objectives.** The Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP), being implemented pursuant to Executive Order No. 330 of 1996, is a comprehensive educational assessment scheme which recognizes knowledge, skills and prior learning obtained by individuals from formal, non-formal education, informal trainings and relevant work experiences. It employs equivalency competence standards and comprehensive assessment system involving interview, skills, demonstration, and other creative assessment methodologies and completion of competency enrichment and other program requirements.

**Article 3. Course Offerings.** Only campuses authorized by the Board shall offer accredited ETEEAP programs. Further, the Board may authorize the offering or removal of a program subject to rules and regulation promulgated.



## PART VI. QUALITY ASSURANCE

### CHAPTER XLV DESCRIPTION, OBJECTIVE AND STRATEGIES

**Article 1. Description.** There shall be an office in charge in maintaining and enhancing the academic standards, operations, and overall educational experience of stakeholders. This office shall ensure that educational services meet established standards, continuously improve its operations and achieve satisfactory service delivery.

**Article 2. Functions and Responsibilities.** The office shall establish units with the following functions and responsibilities:

#### **Section 1. International Accreditation Unit shall**

1. Prepare, formulate, and integrate the long- and short-term international accreditation plans of the University and other Academic Units
2. Coordinate all the activities of all work units for the establishment, implementation, monitoring, and evaluation of the international quality assurance mechanisms of the University, such as:
  - a. Institutional and Program Accreditation in International Accrediting Body
  - b. Participation of the University in World Rankings
  - c. Implementation of ISO, and others
3. Foster a culture of continuous improvement by identifying areas for enhancement and providing guidance for implementation.
4. Develop and implement procedures and systems to enhance the efficiency, accuracy, and effectiveness of the quality assurance and process.
5. Organize trainings, workshops, seminars, and professional development opportunities for faculty and staff on accreditation standards, procedures, and best practices.

#### **Section 2. Local Accreditation Unit shall**

1. Prepare, formulate, and integrate the long- and short-term local accreditation plans of the University and other Academic Units
2. Coordinate all the activities of all work units for the establishment, implementation, monitoring, and evaluation of the local quality assurance mechanisms of the University, such as:
  - a. Voluntary Institutional and Program Accreditation
  - b. CHED-initiated Quality Assurance Mechanisms
  - c. PQA, and others.
3. Foster a culture of continuous improvement by identifying areas for enhancement and providing guidance for implementation.
4. Develop and implement procedures and systems to enhance the efficiency, accuracy, and effectiveness of the local accreditation process.

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Resolution No. 177 s. 2024  
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5. Organize trainings, workshops, seminars, and professional development opportunities for faculty and staff on local accreditation standards, procedures, and best practices.

**Section 3. Monitoring and Evaluation Unit shall**

1. Ensure and enhance customer satisfaction through the development and implementation of effective customer satisfaction measurement and improvement strategies.
2. Review and validate evidence provided by process owners in the attainment of their set targets to ensure its accuracy, completeness, and relevance to the University's objectives.
3. Monitor and evaluate the effectiveness of process controls and risk registers to ensure the University's compliance with relevant standards, identify areas for improvement, and mitigate potential risks.
4. Develop and implement a comprehensive risk management framework, the conduct of risk assessments, identify potential threats and vulnerabilities, and the develop and implement of risk mitigation strategies

**Section 4. Document Control Custodian.** The Document Control and Custodian shall manage documents and records in organizations, particularly in industries that are heavily regulated or require strict documentation processes. It shall:

1. Organize, classify, and store documents in a systematic manner
2. Ensure that the right versions of documents are available and accessible to authorized personnel.
3. Ensure that confidential or sensitive documents are only accessible to authorized individuals
4. Distribute documents to the right stakeholders and ensure they are aware of updates or changes

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## PART VII. LOCAL AND INTERNATIONAL AFFAIRS

### CHAPTER XLVI DESCRIPTIONS, FUNCTIONS AND PROGRAMS

**Article 1. Description.** There shall be an office that acts as the central coordinating office in leading the process of incorporating internationalization, and local and global engagements of the University in accordance with applicable laws and existing rules and regulations.

**Article 2. Functions.** This office shall be responsible in coordinating and overseeing the development and updating of policies and guidelines on international affairs; directing and overseeing the establishment, development, and review of the University's formal bilateral and multilateral relations and programs with international partners; spearheading the integration of global perspectives into the curriculum; and providing logistical, technical and administrative support for international engagement locally and globally. It also plays a significant role in promoting both local and international Continuing Professional Development (CPD), monitoring special projects, and expanding partnerships through the public relations and information office. These functions help enhance the university's global presence and local impact and strengthen collaboration with various stakeholders.

**Article 3. Programs.** The following programs of the University shall be under the direct supervision of this office:

- a. Selection of International and Local Institutional Partners;
- b. Foreign Travels of University Personnel;
- c. Membership in International Educational Networks;
- d. Global Citizenship Education;
- e. Continuing Professional Development;
- f. Special Projects, and
- g. Public Relations Information.

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Whereas, the following programs shall be managed in coordination with the respective offices that have direct supervision:

- a. Joint Degree Programs
- b. Visiting Professors/Lecturers Program
- c. Faculty and Staff Exchange Program
- d. Student Exchange Program
- e. Credit Transfer Program
- f. Faculty Scholarship

#### **Section 3. Selection of Institutional Partners**

- a. The partnerships must clearly show that they can contribute to the creation of a knowledgeable economy.
- b. The activities contemplated under the partnership agreement must be aligned with the PSU's vision and mission, national priority thrusts and agenda and



- c. ASEAN qualifications framework as well as its staff capacities and resources.
- c. The partnership shall be covered by legally binding arrangements setting out the rights and obligations of the contracting parties.
- d. Admission policies of both partnering institutions should be of equivalent standards.
- e. A system to monitor the implementation and assessment of outcomes of the partnership shall be established and maintained.

#### **Section 4. Student Exchange Program**

In accordance with the pertinent provisions of related government issuances on the internationalization of Philippine education and in view of the need to safeguard the integrity, quality, and systematic implementation of the student exchange program, the following policies are set forth:

- a. There shall be an access to efficient partnership agreements that shall formalize shared goals and mutuality of purpose, reciprocity of preferences, mutual recognition arrangements, and clarity in the responsibilities and obligations of the parties.
- b. Policy environment shall be provided to set administrative processes that are operationally fair and efficient to protect and safeguard the welfare of participating students for the whole duration of their stay under the exchange program.
- c. Understanding of mutual trust shall be established between the home and host universities through processes that ensure that high-quality standards are met and maintained.
- d. Both home and host universities shall be subject to monitoring and evaluation by their respective government and accrediting agencies with the same set of parameters being applied to both participating institutions.

#### **Section 5. Admission of International Students and International Credit Transfer**

- a. Adherence to the selection of *bona fide* international students with high academic potentials and seriousness of purpose that can contribute to the enhancement of the academic environment.
- b. Ensure diligent, efficient and effective services to the international students as manifested in the processing of applications, provision of accurate and comprehensive information on admission and school fees, and transparent system for assessing and recognizing an award, certificate or degree.
- c. Application of admission tests and English proficiency tests for the purpose of determining the need for bridging courses
- d. Disallow the international students to take on paid work while pursuing their academic programs, except those classified as internships required by their program.
- e. Periodic submission of pertinent documents to proper authorities to maintain the authority to admit international students.

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Resolution No. 177 s. 2024  
oupl 68



### **Section 6. Faculty and Staff Exchange Program**

- a. Mobility of faculty and staff is integral to the internationalization efforts of higher education institutions.
- b. Home and host universities shall take proactive measures to address information, financial, academic, and administrative barriers to academic mobility.
- c. Internationalization efforts leading to the faculty and staff exchange program shall serve as a platform for exchanging information and insights for improving internationalization interventions at home and opening more networking opportunities.

### **Section 7. International Scholarship for Faculty and Staff**

- a. The University and Campus Scholarship Committee shall screen, recommend, and send faculty members to degree-oriented and non-degree programs that will upgrade their professional competencies.
- b. A faculty member can enjoy only two (2) degree-oriented scholarships.
- c. Scholarship applicants should be proficient in terms of qualifications, teaching, research, and other professional experience.
- d. The scholars cannot change their field of specialization or major coursework without prior authorization from the University.
- e. A scholar shall refrain from engaging in any work with pay or accept other forms of scholarship while enjoying scholarship grants from outside sponsors.
- f. In the event the scholar fails to comply with the terms and conditions of the grant, he/she will refund to the University or the financing agency in full such sums of stipend, allowances, thesis allowance, tuition and other fees, salaries, and other expenses involved in the scholarship.
- g. Provision of incentives, such as through better terms of employment, so that scholars are not induced to seek employment abroad after completing their studies.

### **Section 8. Foreign Travel of University Personnel**

- a. Observance of the set measures on foreign travels of PSU personnel. The official foreign travel of PSU personnel shall only be allowed if it satisfies all the requirements of CHED and all concerned offices.
- b. Accommodation, meals, and incidental expenses shall be based on the United Nations Development Program rates, which UNDP updates every month. No representation allowance shall exceed the UNDP rates for accommodations, nor shall the same be granted to officials who will travel abroad for speaking engagements only, or for training/study.
- c. The foreign travel should be strictly within the mandate of the requesting PSU personnel, are not excessive, and will bring substantial benefits to the country.
- d. For personal travel abroad, the personnel shall submit the following:
  - d.1. Approved Leave of Absence duly signed by assigned campus officials



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BOARD OF REGENTS

Resolution No. 177 s., 2024  
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- d.2. Approved Travel Authority without funding from the university duly endorsed by the Campus Executive Director
- d.3. Certification from the International Relations Office stating that the travel is personal in nature and the personnel concerned shall not in any way represent the institution in an Official Capacity during the approved Leave of Absence.
- e. Faculty members may request foreign travels per academic year, subject to approval by the Immediate Supervisor, Campus Executive Director and the Vice President for Academics and Student Services and the University President. Requests must be submitted 30 days in advance and must not interfere with key academic duties. Exceptions will be considered on a case-by-case basis. This ensures personal travel does not disrupt academic responsibilities.
- f. Travel report shall be submitted within thirty (30) days upon return of PSU personnel to his/her official station. Non-compliance with the directives may result in administrative sanctions for misconduct, insubordination and other related offenses against the traveling personnel, as well as the official who endorsed or approved said travel authority.

#### **Section 9. Sending and Receiving Visiting Professors**

- a. A bilateral agreement shall bind the contracting parties to enforce legal obligations from the start to the end of the engagement.
- b. PSU may invite a local or foreign visiting professor who is a recognized expert in the relevant field and whose field of expertise is not available in the institution or locally.
- c. The President upon approval by the Board shall appoint a visiting professor who shall serve in the University for some purposes for one year renewable for another year. He may also appoint a visiting professor from the University to another institution of recognized standing by special arrangements and conditions mutually acceptable to both institutions.
- d. The visiting professor shall submit an accomplishment report to the University upon completion of the engagement.

#### **Section 10. Inbound Benchmarking**

The University values knowledge-sharing and the exchange of best practices with both international and local institutions. This section outlines the process for institutions seeking to benchmark Pangasinan State University's (PSU) best practices, systems, and processes.

- a. Institutions seeking to benchmark Pangasinan State University's (PSU) best practices must submit a Letter of Intent to the University President, specifying areas of interest and visit objectives.
- b. Upon approval by the President, the Public Relations and Information Office



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Resolution No. 177 s. 2024  
SUBS



(PRIO) will send a Confirmation Letter and a Benchmarking Form to the visiting institution. PRIO will coordinate and organize the visit, including scheduling activities and preparing materials.

- c. PRIO will facilitate and document the visit, ensuring a seamless exchange of best practices. A post-visit report will be prepared for both PSU and the visiting institution.

### **Section 11. Choosing Local Partners**

When choosing local partners such as universities, government agencies, and private entities, the University should have an evaluation of criteria to ensure a successful collaboration.

#### **a. Choosing a Public and Private HEI Partner**

Ensure the University's research strengths align with PSU's strategic goals and review the credentials and expertise of involved faculty members. Also, assess resource availability, organizational efficiency, and commercialization support. Consider national and global rankings, industry connections, and a proven track record of successful collaborations. Finally, explore existing partnership programs and funding opportunities to maximize the potential for productive partnership.

#### **b. Choosing a Government Agency Partner**

To select a suitable government agency partner, assess the alignment of their goals with government priorities, evaluate the partnership's benefits to the community and public sector, and check their resource capacity, expertise, and compliance knowledge. Explore potential funding opportunities and assess the agency's credibility and transparency to ensure a successful partnership.

#### **c. Choosing a Private Entity Partner**

To select a private entity partner, assess their goal alignment with PSU's mission, market standing, financial stability, expertise, and innovation. Evaluate their resource capacity, manpower requirements, and compatibility with PSU's workplace culture and communication style to ensure effective collaboration.

#### **d. Additional Considerations for All Partnerships**

Define mutual goals, address legal aspects, establish success metrics, and maintain open communication to address challenges and adapt strategies as needed.

#### **e. Monitoring and Evaluation of Local Partnership**

A Project Monitoring and Evaluation tool shall be utilized to guarantee the efficient and effective completion of the project.

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BOARD OF REGENTS

Resolution No. 177 s. 2024

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**Section 12. Global Citizenship Education (GCED) Policy**

**a. Mandate**

The University recognizes the critical importance of Global Citizenship Education (GCED) in fostering international solidarity, building peace, and inspiring learners to contribute positively to their local and global communities. GCED emphasizes our shared humanity and the common ties that bind societies, making it essential for learners of all ages.

**b. Implementation**

GCED is not limited to a specific curriculum or subject; rather, it serves as a framework that permeates all areas of education. The University commits to integrating GCED across various learning environments in the following ways:

**b.1 Policy Level**

The University shall develop institutional strategies and frameworks that emphasize the global dimensions of local issues and prioritize education programs that align with this vision.

**b.2. Classroom Integration**

Faculty members are encouraged to incorporate GCED into their teaching practices by including content and materials that promote awareness of global issues, intercultural understanding, and responsible global citizenship.

**b.3. Out-of-School Learning**

The University shall partner with museums, cultural institutions, and other educational entities to provide programs, exhibits, and materials that foster global citizenship. International and local exchange programs will be facilitated to expose students to diverse communities and global perspectives.

**c. Off-Campus and Extracurricular Activities**

To further advance the GCED mandate, the University's GCED Office, in collaboration with local and international partners, may organize capacity-building programs for teachers, administrators, students, and other stakeholders. These initiatives aim to enhance understanding and the practice of global citizenship. Additional activities deemed necessary and relevant to promoting GCED may also be implemented.

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Resolution No. 177 s. 2024  
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# AMENDMENTS

## CHAPTER XLVII EFFECTIVITY AND AMENDMENTS

**Article 1. Effectivity of the Code.** Upon approval by the Board, this Code shall take effect after fifteen days following the completion of its publication in the official website and posting in different PSU Campuses.

**Article 2. Amendments.** Unless otherwise provided for by the law, the University Administrative Council or Academic Council, in their regular or special meetings, may recommend amendments to this Code to the Board provided that at least 50% plus 1 of its members voted in favor of the amendment. For the amendment to take effect, it must be approved by the Board.

**Article 3. Mandatory Periodic Review.** Within 5 years after the approval of the Code, and every 5 years thereafter, the President shall conduct a Review on the implementation and relevance of the Code. If no amendments are recommended, the President shall submit the results directly to the Board. However, if amendments are proposed, the report shall first be presented to the Administrative and Finance Council for deliberation and endorsement to the Board for approval.

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Resolution No. 177 s. 2024  
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